

Open Space Advisory Board

Agenda

**Wednesday, March 11th, 2015
Louisville Public Library
1st Floor Meeting Room
951 Spruce Street
7:00pm**

- I. Call to Order (7:00 pm)
- II. Roll Call
- III. Approval of Agenda
- IV. Approval of Minutes
- V. Discussion Item (7:10 pm): Acquisition Strategies - Panel Presentation by:
Janis Whisman, Boulder County Parks & Open Space; Joy Lucisano,
Jefferson County Open Space; and Sarah Parmar, Colorado Open Lands
 - a. Acquisition 101
 - b. How to Manage Relationships with Landowners
 - c. Question & Answers
- VI. Staff Updates (8:40 pm)
- VII. Board Updates
- VIII. Public Comments on Items Not on the Agenda
- IX. Discussion (8:55 pm): Development Review- Boulder County Housing
Authority Presented by: Allan Gill, Parks & Recreation Projects Manager
(New materials will be distributed at the meeting)
- X. Discussion Item (9:10 pm): Trails Capital Improvement Projects
- XI. Discussion (9:25 pm): Board Request for Funding in the 5-Year Capital
Improvement Program (2016-2020)
 - a. Capital Improvement Program Prioritization & New Opportunities
- XII. Discussion Items for Next Meeting on April 8th
 - a. Potential Joint Meeting with Superior and Final Recommendations
for Five Year Capital Improvement Projects
- XIII. Adjourn

City of Louisville

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Open Space Advisory Board Meeting Minutes

Wednesday, February 11th, 2014

Louisville Public Library: First Floor Meeting Room

951 Spruce Street

I. Call to Order — Helen called the meeting to order at 7:02 pm.

II. Roll Call—

Board Members Present: Helen Moshak, Christopher Smith, Laura Scott Denton, Linda Smith, Spencer Guthrie, Missy Davis, Tom Davinroy

Board Members Absent: Mike Schantz

City Council Members Present: Jeff Lipton, Ashley Stolzmann

Staff Members Present: Ember Brignull, Malcolm Fleming

III. Approval of Agenda

Linda moved to approve the agenda as written. Laura seconded. The motion was passed unanimously.

IV. Approval of Previous Meeting's Minutes

Laura observed that throughout the minutes from January, the dates say 2014, not 2015.

Tom found a typo: top of page 2, fourth word, "intention" is spelled wrong. Linda moved to approve the minutes from the previous meeting with the aforementioned changes. Tom seconded. The motion was passed unanimously.

V. Discussion Item: Wayfinding

A) Open House Results

Kristen discussed the wayfinding public open house held on January 26th at the Louisville Public Library. She, Helen, and Laura observed that there was good public turnout and participation. Kristen reported that a lot of the public was concerned about trail etiquette and regulation enforcement issues. She suggested that they plan a temporary etiquette campaign to teach the trail etiquette/rule icons along with the roll-out of the new signs.

B) Final Sign Design

Kristen presented the final designs and materials for the signs, based on feedback from staff, OSAB, and public comment. She reported that the public tended to like smaller "arrows" on the blades of the directional signs. She also dropped the mileage indicators on the button arrows themselves, as there seemed to be a fair amount of confusion over what they were supposed to indicate. Ember pointed out that distance mileage could be linked to the destination bands instead or separate mileage markers. Kristen also showed how the poles could show arrows on all 4 sides. Helen and Jeff both asked about material longevity. Kristen replied that the materials should last 25 years.

The board had a discussion about whether trailside mile-markers were desirable and feasible. Ember's discussion with the Rec. Center staff indicated that runners may not need or want mile-markers. Tom's discussion with local runners indicated strong interest in mile-markers. Most of the board seemed to indicate some level of interest in including some mile-markers in the final plan. There was general confusion over their best implementation. For example, there was some ambiguity as to what the "point zero" for the mile-markers on different trails should be, and what unit of distance was practical (1 mile, 1/2 mile, 1/4 mile). Kristen estimated that each mile-marker pole (as currently envisioned) would cost \$1500-2300. Laura argued that the mileage information would be available to people online and on the system map, so perhaps mile-markers should be a later phased project. Missy suggested that maybe the mileage markers could be prioritized to certain popular trails. Laura thought that mileage-markers target a specific user subpopulation and asked if there was a low-cost implementation. She suggested that mileage could be indicated on the concrete trails with paint, and some sort of stakes could be used on crusher fines trails. Patsy asked for clarification from the board: if mileage is on the maps, on the linear maps, and indicated for destinations, are mileage-markers even necessary? The board agreed that the consultants should continue to research mile-marker options.

C) Phasing Plan & Phase 1 Sign Locations

Patsy showed the current plan for phasing the implementation of the new signs. She showed a google earth presentation showing placement of signs for Phase 1. The goal is to make it understandable to the public immediately. Phase 1 places signs on areas of the greatest confusion and the most popular areas, and it de-prioritizes peripheral areas of trails (away from intersections, neighborhood connectors, etc.). On-street route signage is also a priority, particularly because City Planning is hoping to design their street wayfinding program soon, and the consultants want the two systems to mesh. Striping at concrete intersections would also be included in Phase 1. Patsy showed which trails would be part of Phase 1 and what their Phase 1 improvements should be (see packet). Trail improvements were ranked as well, including intersections, realignments, and missing links. Patsy argued that the physical improvements should be linked to the sign phasing. Ember mentioned that the staff needs to work out how to bundle these projects into CIP requests, noting that some improvements would be bundled into Park (rather than Open Space) CIP requests, such as the Cottonwood Park improvement proposals. Phase 1 would cost \$150k, with \$125k/year planned for the next 5 total years. Patsy broke down these estimates into sign costs and physical trail costs.

VI. Staff Updates

A) The OSAB secretary (Laura) asked for direction as to how to refer to the Conservation Trust-Land Acquisition/Open Space and Parks Fund in future OSAB meeting minutes. City staff recommends calling it the "Open Space and Parks Fund" because that is how it is referenced in the current budget documentation. The future meeting minutes will reflect this request.

B) The seasonal Open Space & Parks Ranger/Ambassador position is being posted on the City job board.

C) This year Open Space maintenance will be housed within Open Space instead of Parks. Therefore Open Space staff is opening a position for a seasonal Open Space Maintenance Technician to do Open Space mowing, trash pickup etc. The exception will be that if one seasonal position is not enough Parks will still help out. This position is also currently being advertised on the City job board.

D) The City has planned a pancake breakfast to show volunteer appreciation, tentatively scheduled for May 16th.

E) Police have begun patrolling Open Space properties and they have been communicating and coordinating with Open Space staff.

F) Staff will be putting up “available for adoption” signs on Open Space properties, to encourage people to adopt them.

G) Superior’s Open Space Advisory Board still wants to meet with OSAB.

VII. Board Updates

A) Study Session with City Council— Tom commented that he was impressed by how well-prepared for the meeting City Council was, and how open and honest the discussion was. Helen felt some regret that it was more of a study session than a brainstorming session. Tom and Helen felt that they got the message from City Council that we should be more aggressive advocates for maintenance/remediation projects on Open Space, and that they want to hear the board’s ideas, such as revegetation of Davidson Mesa. Jeff emphasized that our role should be to educate the Council and to get out in front of the issues. Helen thought that we should also work on formal brainstorming in our meeting.

B) Laura called the board’s attention to the City’s McCaslin Small Area Plan meetings starting on Feb. 19th at 6:30 at City Hall and noted that this process could benefit from comments regarding trail connectivity, undeveloped land adjacent to Davidson Mesa, and Open Space impacts from increasing population density in the area. Tom added that comments could also be made on the Envision Louisville webpage.

C) Tom noticed that NW corner of the dog off-leash area had a fencing encroachment. Ember and Harlan responded immediately, and Tom appreciated the prompt response from Open Space staff.

VIII. Public Comments for Items Not on the Agenda

A) Bob Tofte (1417 Curtesy Rd.) crossed Washington Ave. at Coyote Run Open Space and noticed how terrible the alignment of the street crossing is. OSAB members assured him that they share his concern. A correction is included in the Wayfinding plan.

B) City Council member Ashley Stolzmann (228 So. Jefferson Ave.) handed out some slide that she created and handed out at the City Council budget meeting the night before. She argued that most of the Parks operational budget should come out of the

general fund the way it did before 2003. She thinks this will be a point of continuing discussion in Council.

IX. Discussion Item: Review Proposed 2015 Education & Volunteer Events

Ember presented a document that listed the planned Open Space education and volunteer events for 2015. Staff wants to put both of these types of events onto a single document and onto an online calendar. Many of these events are repeats from previous years. Ember and Catherine added the intended target audience for each event, as this has been a point of confusion in previous years. The list includes 13 education events and 7 volunteer events. OSAB members indicated which volunteer events they would like to help with.

Projects include:

—Raptor Night (Spencer)

—Louisville Coyote Management plan night. Staff wants to take advantage of the new coyote management plan to start a public education program.

—Trail Volunteer Day to work on Davidson Mesa (Christopher)

—Plant Identification class

—Coyote education at local elementary schools (Laura)

—A flood bike tour of Coal Creek trail (Tom and Helen)

—Weed pull (Linda)

Linda suggested a climate change talk. Laura suggested it could be Front Range-specific.

X. Discussion Item: Benches & Memorials on Open Space

Laura wrote a letter expressing her personal thinking on the Open Space Memorial Bench program. She reviewed her letter with the board (included in minutes). Linda asked whether tree memorials on Open Space were a viable alternative to benches. Ember's concern was that the Open Space doesn't have water to irrigate trees, and if the trees die, the family gets upset. Spencer was vehemently opposed to the idea that people can pay to put their names on city property, and felt that we need to find a way to sunset the dedications on the city-owned benches that are already there. Linda felt strongly that we owe the people who bought benches something and we shouldn't insult them. Chris felt we need more information about what was promised the people who "bought" benches. Spencer shared the City's open space charter, saying the City's charge is to preserve Open Space in as natural a state as possible, and in his opinion that precludes memorial benches. Several board members wanted staff to investigate the current agreements with individuals who have memorial benches currently on Open Space, to see whether a retroactive sunset provision for the dedications could be put into place. Tom made a motion to halt the Open Space Memorial Bench program and to investigate the current bench agreements. Spencer seconded. It was passed by the board unanimously.

XI. Discussion Items for Next Meeting on March 11th

A) Panel Presentation on Acquisition Strategies. Ember asked what OSAB would like to discuss with the panelists. Laura asked to hear about how these institutions manage

their long-term relationships with landowners and who oversees those relationships, given staff turnover, etc. Tom asked for a brief primer on public land acquisition. Laura asked that City Council members and any interested staff be formally invited to attend the panel.

B) Wayfinding: Due to the time crunch in the March meeting, the board may let the Wayfinding Tiger Team (Laura and Tom) meet with the wayfinding consultants for the final meeting.

C) Review & Prioritization of Trails for the “Trails CIP,” Presentation by Allan Gill

D) Brainstorm & Develop Open Space Programing Opportunities

XII. Discussion Items for Upcoming Meetings

A) April— CIP Recommendations

B) Joint Board Meeting with Superior

XII. Adjourn—

The meeting adjourned at 9:58 pm.

Laura's letter re. Open Space Memorial Benches

January

26, 2015

Dear Fellow OSAB members,

I've spent the last few months mulling over the topic of memorial benches on City of Louisville Open Space properties, and I want to share my current thoughts on the topic with the rest of the board. Though several of the ideas and issues I'm presenting here grew out of discussions that the board has had in meetings, this letter should be interpreted to represent my opinions alone, and not that of the board. First, I am going to list several of my major concerns on the topic of memorial benches, then I will present several possible way to go forward that the board and/or City may wish to consider.

Issue #1: "Open Space aesthetics & the Department of Open Space's purview"

The memorial benches that I have observed on Open Space are understated and tasteful and I have no objection to any one particular memorial. That said, I believe that at a high enough density of memorial benches, our Open Space begins to feel like a cemetery. I believe a chief responsibility of our city is to keep our wild spaces as wild as possible, keeping a wild aesthetic. There are places where benches are appropriate for Open Space, particularly on short trails with views, such as Harper Lake, Helca Lake, and Lake Park, where people may wish to spend significant amounts of time. I question how much sitting is done on mile 3 of a 4.5 mile loop around Davidson Mesa. One or two benches are helpful, benches every quarter mile are redundant.

Likewise, I believe that creating and maintaining memorials of any sort is out of the purview of the City's Open Space policy of preserving and managing wild land, and out of the Open Space Staff's area of expertise. This program puts an undue burden on the city's Open Space staff who are already overtaxed with obligations. In my opinion, there are many projects involving land maintenance, remediation, and study that are being currently under-addressed by staff that are far higher priorities to the health of our land than managing the placement, installation, and maintenance of memorial benches.

Issue #2: "Cost" & "The City's obligation"

According to the City of Louisville Cemetery webpage (Jan, 2015), the standard burial fees and a plot for a Louisville resident is \$2350. Commercial grave marker websites price flat grave markers around \$500, upright markers starting at \$1000, and benches starting at \$1300 (these prices do not include installation). According to funeralwise.com (Jan, 2015), traditional burial costs, including caskets, burials, and associated materials run around \$5,000-\$10,000. Currently, Open Space is charging about \$1,200 (the cost of bench and installation, according to Ember) for a memorial bench on Open Space. To me, this suggests that the current Open Space memorial bench program is a significantly cheaper memorial option than a traditional cemetery-type plot. Many people might prefer their family member's marker to be outside of a cemetery, and this program allows them this option at what represents a significant bargain. Given the limited supply of bench sites available and the possible demand, I feel like this cost may be undervaluing their worth.

Furthermore, the actual cost of the benches to the city is effectively unknown, as there has been no agreed-upon maintenance established for them. They are considered city property, so maintenance for them presumably falls to the city. The City of Louisville Cemetery has a 19-page Rules and Regulations document in which the city's obligations for maintenance of burial plots and grave markers is clearly documented (available on the City website, revised May, 2014). This document specifies the city will maintain the plot in perpetuity from funds established by a cemetery trust maintained by the city. However, it also specifies that if a grave marker is damaged by an "act of god" (including vandalism) the city cannot be held responsible for its repair. Currently, it is unclear who will repair damaged memorial benches, and whether they will be repaired/replaced as memorials. The Cemetery's document also specifies that things such as candles, beads, shells, plantings, and toys cannot be left at grave-sites so that "a uniform beauty may be maintained," and will be removed by staff, if found. Open Space has not established specific rules for items left at memorial benches, and City staff is sometimes uncertain about how to handle these sorts of personal memorial items when they are found (personal communication from Ember).

Issue #3: "Fairness"

According to documentation provided to the board, there are currently 30 memorial benches on Louisville Open Space land, and staff recommends allowing up to 19 more. At that point, presumably the program will be finished indefinitely. The reason for capping the program is to keep the land from filling up with benches. To me this suggests a system that is inherently unfair. The benches will only be available to families in a short window (the next 5-10 years?) and unavailable to future generations. My fear is that at some point the city will start to field complaints about this and experience pressure to allow more benches. What if citizens want to commemorate a beloved community member, such as a teacher or a city leader, and collect signatures to petition the City Council? We are tasked with maintaining the city's Open Space in perpetuity, and it is likely that there will always be requests to relax the memorial bench program's bench maximum cap.

Alternatives/Proposals:

As I see it, there are two general ways forward. The first *is to continue the memorial bench program as currently proposed by Open Space staff*, including a total bench count cap. But if this is the choice, I would strongly advocate a Rules and Regulation document (analogous to that of the cemetery) that specifies:

- 1) A specified maximum period for an individual to reserve the right to maintain an engraving/plaque on a certain bench, such as 20 years.
- 2) A statement that says while the city will maintain the bench itself, the memorial components, such as the engravings/plaque, will not be guaranteed against "acts of god," including vandalism.
- 3) Items such as stones, shells, beads, toys, plantings, flower pots, baskets, candles, etc. may not be used and shall be removed.

Furthermore, I believe the cost of staff time needs to be included in the price of the benches. The benches are a finite commodity and probably undervalued at the current rate. I would advocate a significant cost increase. Memorial benches should not be seen as a cheaper, but otherwise comparable, alternative to a grave-marker.

The second way forward, which I prefer, *is to eliminate the Open Space memorial bench program*. If the city wants more benches on Open Space, I believe that the city should fund them from the general fund, rather than through an unfair and piecemeal process. Current benches would remain, but no further applications would be accepted.

That said, Louisville citizens love their Open Space and their desire to be memorialized with it speaks to a connection to the land and the city that is special and worth celebrating. I propose that, rather than a bench program, the city establish some other way of marking citizens' love for and connection to the land. My idea is to have either an inscribed-bricks plaza on the sidewalk or a low wall of inscribed-bricks either at Harper or Davidson. The wall could be functional, such as covering a retaining wall or the wing walls of the underpass. Citizens could buy a brick as a Friend of Open Space, and inscribe it with their name or "in memory of." The money raised from the bricks could be used in the Open Space and Parks Fund or in a smaller fund dedicated solely to education and outreach. It is my belief that many of the people who are currently buying memorial benches could be satisfied with the a less expensive memorial brick, which would be cheaper and easier for the city to maintain. The program would be more fair, as it would need no upper maximum count; when the first plaza or wall is full, the city could create another at Hecla Lake, etc. By concentrating the markers at trailheads, we would also avoid the aesthetic issues of too many memorial benches. If a family or group is adamant about putting a memorial on City-owned Open Space land, it should require a petition to the City Council and be open to public review and comment. That way, citizens who believe that Open Space is being over-populated with memorials can be heard.

Sincerely,

Laura Scott Denton
687 Tamarisk Ct., Louisville

Jefferson County Open Space One-Step Real Estate Process

Evaluation

PROPOSAL INQUIRY

Pre-submittal Review & Possible Staff Rejection
Contact Landowner

PROPOSAL SUBMITTAL

Initial Processing:
Planning & Real Estate Evaluate

Research/Analysis:
Draft Property Analysis & Project Maps
Staff Field Trip

Formulate Recommendation:
Presentation to Staff Referral Group
Staff Determination
Prepare Real Estate Update

Blanket Resolution with County-wide
Authorization Completed

Initial Negotiations:
Real Estate/County Attorney work with Landowner
Due Diligence Conducted

Authorization

OPEN SPACE ADVISORY COMMITTEE (ADVISORY COMMITTEE)

Real Estate Update(s)
Possible Field Trip
(Executive Session if necessary)

FINAL TERMS RESOLUTION

Present Documentation to Advisory Committee
Advisory Committee Action
(Executive Session if necessary)

Final Negotiations:
Negotiate and Finalize Documents

BOARD OF COUNTY COMMISSIONERS (BCC)

Review and Approval:
BCC Quarterly Final Update
BCC Action

Final Terms/ Transaction

Complete Transaction
JCOS maps updated & Distribution Memo completed
Monitor Active and Inactive Projects

PROPERTY PROPOSAL PROCESS CHECKLIST

(Disclaimer: If during the process it is clear the project is not in keeping with the Master Plan, anyone involved should discuss this with Amy and the applicant should be contacted.)

Proposal Submission:

- ☐ **Step 1:** Property Proposal Form completed/submitted; one is always required.
 - Karey can send these forms electronically or there are packets in her office.
- ☐ **Step 2:** All completed property proposal forms/requests are given to Karey.
 - If staff already coordinated with Steve on project, make sure to include note of discussion points and any recommended direction(s) from him.

Initial Processing:

- ☐ **Step 3:** Amy and Karey meet to determine if an OS # will be assigned.
 - If proposal likely to be considered, Amy will delegate project.
- ☐ **Step 4:** Karey assigns OS#, creates folder.
 - Identify Region and/or Park
 - Stefan pulls deeds and creates map(s).
 - Karey will email everyone the OS#, indicating RE or Planning sections assigned to the folder, and attach Stefan's map(s)
 - Once updates are provided to Karey, she will update OS Projects Report throughout process

Proposal Evaluation:

- ☐ **Step 5:** Planning/Real Estate Evaluation (Joy and Anna)
 - Occurs at bi-weekly meetings, special meetings, or via email.
 - Determine if additional information is needed.
 - Meetings could involve any other essential staff and/or applicant (as necessary)
 - Assign folder to specific Planning or RE staff. Assigned staff will:
 - a. Contact Landowner/Applicant. Preference: By phone and/or email. Letter only if necessary and if other means of contact have failed. Objective:
 - i. Introduce
 - ii. Explain JCOS process
 - iii. Explain further contact will occur (to schedule site visit, get clarification, etc)
- ☐ **Step 6:** Research/Analysis (Planning and Real Estate cooperatively) [Whomever is assigned the folder is responsible for implementing or obtaining assistance on this Step]
Typically done by Planning
 - Review of Master Plan criteria and OSAC Guiding Principles
 - Completes cursory Property Analysis
 - Create vicinity map
 - Send out email to OS_Staff Referral group and Region Team invite for field visit (include Property Analysis and vicinity map. Provide a date certain 2 week deadline for professional feedback.
 - Schedule site visit and Staff Referral Presentation dates, as necessary

During site visit:

- Take pictures
- Make sure Real Estate staff member present if landowner present.

After site visit:

- Request sections' professional feedback on request
- Develop Property Staff Report with staff recommendation
 - a. Indicate level of support for pursuing acquisition
 - b. Indicate all internal and external entities solicited for comment
 - c. Include/attach all feedback received
 - d. Include/attach field trip notes/reports and pictures
- **Step 7: Staff Referral Presentation**
 - Determination of next steps
 - Solicit OSAC interest, through Director's Report, for field trip.
 - Update Tom in periodic meeting (Tom, Amy, Anna or Joy).
 - **Determination of whether to proceed.**

Due Diligence and Negotiations:

- **Step 8:** Typically done by Real Estate
 - Coordinate with landowner, research encumbrances
 - Create Proposal email group for review of negotiated documents, etc.
- **Step 9: Negotiate Final Terms**
 - Update Tom in one of periodic meetings (Tom, Amy, Joy, Steve)

OSAC Processing:

- **Step 10:** Update OSAC (Joy, Amy, Karey, Tom)
 - Quarterly Real Estate Update – March, June, September, December
 - a. Quarterly provide update on any proposal (Steps 5-9)
 - Solicit OSAC interest for field trip
- **Step 11: Final Terms (Real Estate and County Attorney)**
 - Staff presentation of Final Terms (Resolution)
 - Presentation by Director's Report
 - OSAC recommendation to BCC
 - Schedule items for Quarterly BCC Update

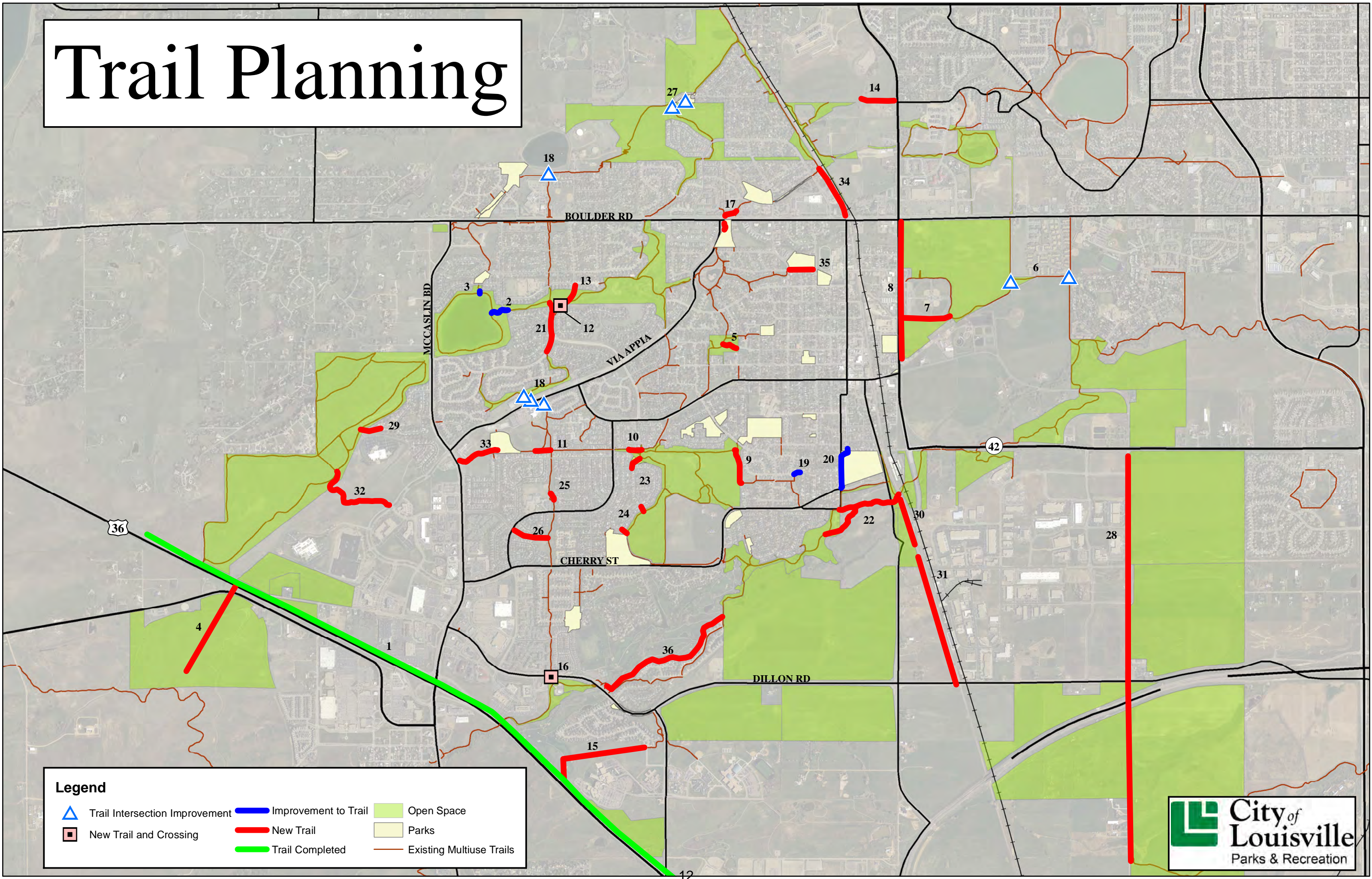
BCC Processing:

- **Step 12:** Board of County Commissioners Review and Approval (Real Estate)
 - Verify less than 6 months between BCC update and BCC hearing
 - Negotiate and finalize documents
 - Schedule for BCC action
 - Draft agenda memo for BCC hearing
 - BCC Action

Proposal Closeout:

- **Step 13:** Complete Transaction
 - Closing
 - Distribution Memo drafted by who has folder (typically RE)
 - Karey sends out Distribution Memo and removes from OS Project Report
 - JCOS maps are updated
 - Livelink folder(s) for project updated

Trail Planning



Legend

- | | | |
|--|--|--|
|  Trail Intersection Improvement |  Improvement to Trail |  Open Space |
|  New Trail and Crossing |  New Trail |  Parks |
| |  Trail Completed |  Existing Multiuse Trails |

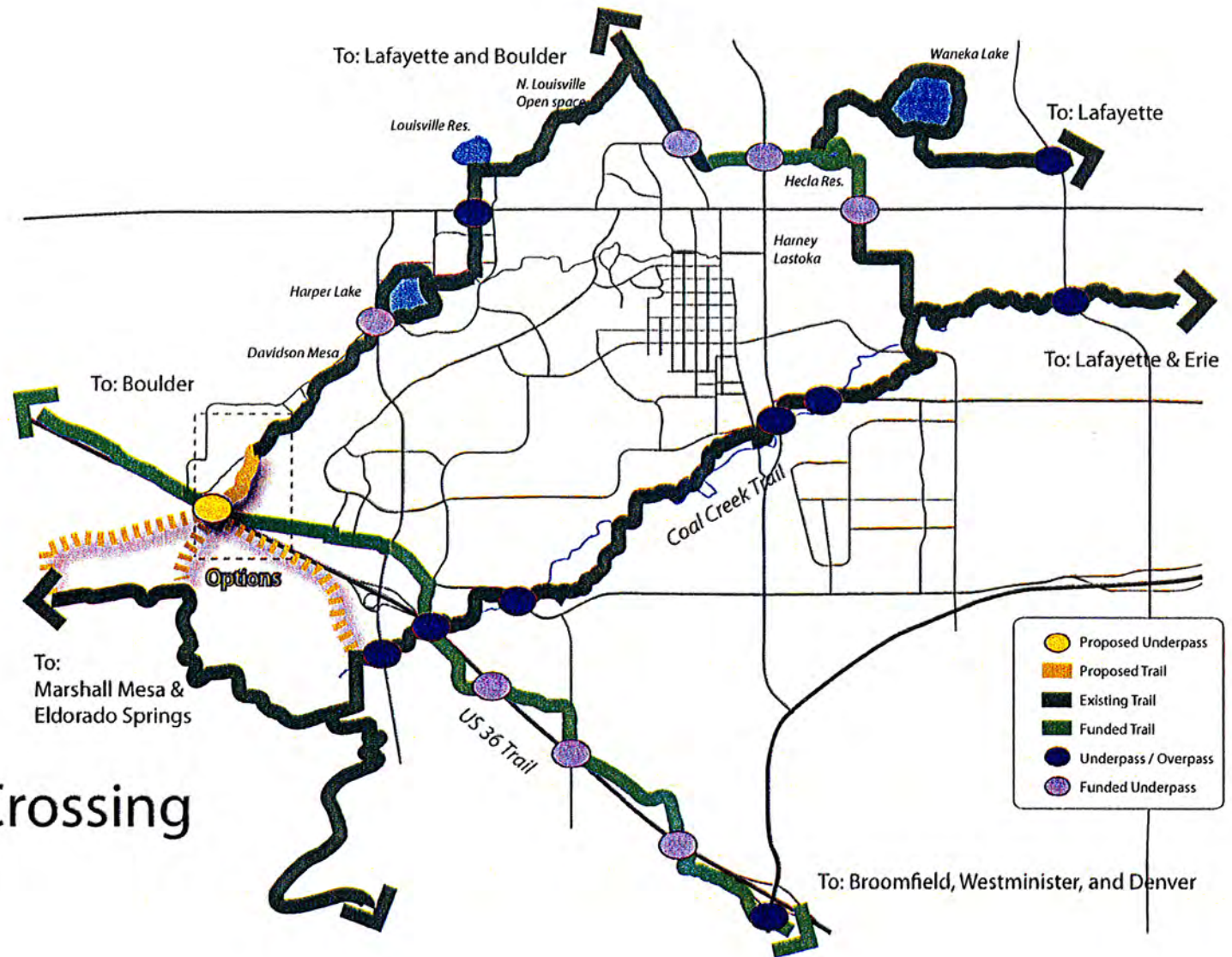
TRAIL PLANNING

Created 3/4/15

OSAB (H/M/L)	ID	Trail Segment	Location Description	Project Coordination	2016	2017	2018	2019	2020	>5 yr.
	1	HWY 36 Bikeway	Bikeway parallel to HWY 36 for the entire length of Louisville	COMPLETE						
	2	Lake to Lake at Harper Lake	Harper East Entrance	Youth Corps 2015	Complete					
	3	Harper Lake North	Harper North Entrance	Youth Corps 2015	Complete					
	4	Overlook Underpass	TC: Overlook Underpass to "Mayhoffer Single Tree and Marshall Mesa"	Boulder County & Superior; HWY 36 ML Project	\$200,000					
	5	Old Town Trail Extension to Goodhue Trail	TC: Goodhue Trail @ Walnut Open Space to Walnut St.	PW- 2016 On Street Bikeway	\$ 31,843					
	6	Farmer's Trail Intersection Improvements	Harney Lastoka northeast corner	Urban Drainage Outfall System Plan	Complete					
	7	Harney Lastoka South connection to Old Town Link	TC: Harney Lastoka South to Short St Light	UDOFSP & HWY 42 Gateway Project Total: \$75,000	\$ 18,750					
	8	HWY 42 Trail Harney	Trail parallel HWY 42 and on the west side of Harney Lastoka	PD- HWY 42 Gateway Project						
	9	Mining Trail East Side of Warembourg	TC: Warembourg northern trail to Mission Greens Park		\$114,718					
	10	Goodhue Ditch and Mining Trail Intersection	Major Intersection @ NW corner of Warembourg		\$ 48,347					
	11	Mining Trail at Recreation Center	South of Cricket Field; Intersection of Mining Trail and Powerline Trail	Major primary trail intersection	\$ 64,832					
	12	Lake to Lake at Washington	Crosswalk @ Washington Ave; Coyote Run & Power Line Intersection		\$ 59,363					
	13	West Hickory St. to Tamarisk CT on Washington	Convert social trail to sidewalk (connect to Coal Creek Elem. School)	PW- Concrete replacement or new sidewalk program	?					
	14	Alconis Property Trail	TC: Bullhead Gulch to Hecla trails	Constructed by Developer		Complete				
	15	Avista	Hwy 36 Bikeway connection to St. Andrews Ln. to Monarch H.S			\$ 75,000				
	16	Powerline Trail Connection to Coal Creek	HAWK crossing @ Dillon; TC: South Powerline to Coal Creek Trail			\$186,329				
	17	Lake to Lake and Goodhue at South Boulder Rd.	Cottonwood Park Playground to S. Bldr Rd to Centennial Park	Potential to combine with Cottonwood Park Project		\$136,732				
	18	Powerline Trail Minor Intersection Improvements	3 on Hillside Open Space; 1 South of Louisville Reservoir			\$ 40,666				
	19	Mining Trail at Lois Drive	Convert sidewalk to 8' trail				\$ 18,225			
	20	Mining Trail at Community Park	Widen Western Sidewalk				\$143,588			
	21	Powerline Trail at Washington Ave.	Convert sidewalk to trail parallel Washington Ave (west of Coyote Run)	Grove Homeowner's Association			\$120,400			
	22	Coal Creek Trail at County Road Bridge	TC: County Rd to Dutch Creek trail, realign trail parallel to creek	(Change to WF Yr.)			\$164,737			
	23	North West corner of Warembourg to Mining Trail	W. Hackberry St to Mining trail @ Warembourg				\$ 50,000			
	24	Two Daughenbaugh Neighborhood Connections	S. Tyler Ave/Cleveland Ave & S. Buchanan Circle to Daughenbaugh	Bridges Needed			\$ 40,000			
	25	Powerline Trail at Fireside Elementary	New trail extension north of Fireside Elementary Parking lot					\$ 30,741		
	26	West Dahlia to Powerline Trail	West Dahlia St. to Powerline Trail @ Cherrywood Drainage Park					\$ 50,000		
	27	Powerline Trail Keith Helart Park	Alignment Improvements at Keith Helart Park	(Change to WF Yr.)				\$ 42,248		
	28	104th Street	TC: Coal Creek Trail to Rock Creek Trail parallel 104th St						\$ 90,000	
	29	Davidson Mesa HOA	NC: Davidson Mesa to the Enclave Neighborhood	Land Acquisition/ HOA agreement					\$ 25,000	
	30	Coal Creek Trail to Dillon Segment 1	Eastern property line of the 'Tennis Center'	Constructed by Developer						
	31	Coal Creek Trail to Dillon Segment 2	TC: 'Tennis Center' trail to Coal Creek Trail							\$ 150,000
	32	Centennial Pkwy to Lake to Lake trail	Centennial Pkwy to Davidson Mesa	PD- Future Development Plans (Change to WF Yr.)						\$ 113,143
	33	Mining Trail, McCaslin to Arboretum	Behind Police Department connecting McCaslin Blvd to Arboretum Trails	PR- Rec Center Expansion Project (Change to WF Yr.)						\$ 81,813
	34	Downtown Trail- Segment 1	NC: Connecting Centennial trail corridor to Main St	PD- Road Realignment						?
	35	Lincoln to Grant on Griffith St	Connecting Lake Park to Lawrence Enrieto Park	PW- Sidewalk						?
	36	Golf Course Trail	Reroute Coal Creek trail adjacent to Homes on Golf Course							
				Wayfinding Total	\$319,103	\$226,995	\$446,950	\$ 72,989	\$ -	\$ 113,143
				New Trails Total	\$200,000	\$ 75,000	\$ 90,000	\$ 50,000	\$115,000	\$ 150,000
				Other Park & Recreation CIP Project Totals	\$ 18,750	\$136,732				\$ 81,813
				Combined Total	\$537,853	\$438,727	\$536,950	\$122,989	\$115,000	\$ 344,956

- Trail Constructed and Funded by Others (Developers, Urban Drainage)
- Wayfinding Trail Recommendation
- New Trail Recommendation
- OtherPark & Recreation CIP Projects

Overlook Crossing



OSAB 2016 CIP RECOMMENDATIONS - PLANNING WORKSHEET

OSAB (H, M, L)	ID	Potential 2016 CIP Projects	Brief Description
	1	Trail Improvements	Annual maint. to existing trails (Replacing/repairing surfaces, drainage improvements, reseeding trail edge etc.)
	2	Lastoka Property Conservation	Harney Lastoka: preservation of existing farm buildings, development on CSA, interpretive trail, water delivery
	3	Open Space Zoning	Complete research necessary to include OS properties into the Open Space Zone District per the Home Rule Charter
	4	Open Space & Parks Wayfinding	Fabrication and installation of signage & construction of primary trail improvements throughout the City trail system
	5	Hecla Reservoir Improvements	Landscape project to create structural and biological diversity. Native plants and drip irrigation will be installed.
	6	Boundary Treatments	Tasks related to identification of Open Space property boundaries. Examples: surveys, fencing, gates, bollards, signs etc.
	7	Open Space Management Plan	Updating the 2004 Open Space Master Plan to include new properties and update vision/management objectives by property
	8	Trail Counters	To preform usage studies capturing number of users, time of use, high/low use areas, change in use, use on social trails
	9	Prescribed Burns	Reintroduce fire to the Grassland ecosystem. Contracted out to a certified National Wildfire Coordinating Group (NWCG).
	10	Parking Lot Improvements	Improvements to the Daughenbaugh parking lot so that it meets City standards
	11	Demonstration Gardens	Design, install and maintain demonstration gardens composed of native prairie grasses, flowers and shrubs
	12	Hecla Lake Aeration	Installation of an aeration system so that the shallow pond isn't inundated with algae blooms and odors
	13	New Trails	New trail segments identified in the 2014 Open House efforts. Many are neighborhood connections.
	14	Restroom Improvements	Vault restroom at Aquarius parking lot
	15	Interpretive Education	Development, fabrication and installation of environmental information displayed on kiosks, free standing signs etc.
OSAB (H, M, L)	ID	Proposed by OSAB in the Past	Brief Description
	16	Monitoring/ Inventory Protocols	CIP
	17	Wildlife Management Plans	CIP
	18	Repeat Existing Resource Studies	Operational Request
	19	Increase Staffing	Operational Request
	20	Trail Head Development	Kiosks & Restrooms
	21	Acquisition of Land for Dog Park	
OSAB (H, M, L)	ID	New OSAB Recommendations	Brief Description
	22		
	23		
	24		
	25		

**Five-Year Capital Improvement Program
For the Years 2015 Through 2019
Open Space & Parks Fund**

Detail Page	Project Description	2014 Budget	2014 Estimate	2015 Proposed	2016 Proposed	2017 Proposed	2018 Proposed	2019 Proposed	5-Year Totals
	Property Acquisition	1,268,000	1,389,000	-	-	-	-	-	-
238	City Services Facility (25%)	1,337,500	1,337,500	1,612,500	-	-	-	-	1,612,500
	McCaslin/Washington Underpass (50%)	432,630	432,630	-	-	-	-	-	-
239	Trail Improvements	27,500	27,500	-	-	55,000	55,000	55,000	165,000
240	Annual Tree Planting Program	7,500	7,500	15,000	15,000	15,000	15,000	15,000	75,000
	Trail Flood Damage Repair	9,950	9,950	-	-	-	-	-	-
	Trails Reconstruction Projects - Flood	600,000	300,000	-	-	-	-	-	-
241	Lastoka Property Conservation	19,500	19,500	7,000	5,000	10,500	-	-	22,500
242	Open Space Zoning	-	-	-	14,000	14,000	-	-	28,000
243	US36 Underpass at Davidson Mesa	162,500	162,500	162,500	-	-	-	-	162,500
244	Wayfinding & Signs	-	-	25,000	15,000	15,000	15,000	-	70,000
	Davidson Highline Lateral Ditch	-	32,340	-	-	-	-	-	-
	New Equipment - Truck	72,000	72,000	-	-	-	-	-	-
245	Machinery & Equipment	120,000	120,000	125,000	75,000	75,000	75,000	75,000	425,000
246	Hecla Lake Reservoir Improvements	34,490	34,490	20,000	-	-	-	-	20,000
247	Irrigation Controller Replacement	-	-	15,000	50,000	50,000	50,000	50,000	215,000
248	Boundary Treatments	-	-	-	15,000	13,000	26,000	6,000	60,000
249	Open Space Management Plan Updates	-	-	-	40,000	-	-	-	40,000
250	Trail Counters	-	-	-	15,000	-	-	-	15,000
251	Park Signs	-	-	-	15,000	15,000	15,000	15,000	60,000
252	Renovation of Demonstration Garden	-	-	-	34,200	-	-	-	34,200
253	Prescribed Burns	-	-	-	7,000	8,000	8,000	-	23,000
254	Parking Lot Improvements	-	-	-	-	17,500	-	-	17,500
255	Demonstration Gardens	-	-	-	-	-	-	-	-
256	New Trail from Tennis Center	-	-	-	-	-	-	-	-
	Total Open Space & Parks Fund	4,091,570	3,944,910	1,982,000	300,200	288,000	259,000	216,000	3,045,200

**City of Louisville
Five-Year Capital Improvement Program
For the Years 2015 Through 2019
Conservation Trust - Lottery Fund**

Detail Page	Project Description	2014 Budget	2014 Estimate	2015 Proposed	2016 Proposed	2017 Proposed	2018 Proposed	2019 Proposed	5-Year Totals
257	Restroom Improvement Program	57,000	57,000	-	-	-	-	-	-
	Tennis Court Resurfacing	16,000	16,000	16,000	16,000	16,000	16,000	16,000	80,000
258	Park Renovations	44,000	44,000	-	-	114,000	-	-	114,000
259	Joe Carnival Park Renovation	-	-	-	114,000	-	-	-	114,000
260	Recreation Campus Restroom	-	-	199,500	-	-	-	-	199,500
	Signage & Trails Wayfinding	35,000	35,000	-	-	-	-	-	-
	Emergency Tree Work	70,000	70,000	-	-	-	-	-	-
261	Memory Square Improvements	-	-	30,000	-	-	-	-	30,000
262	ADA Restroom Improvements	-	-	160,500	-	-	-	-	160,500
263	Multi-Purpose Field (Net of Grants)	-	-	-	41,250	275,000	-	-	316,250
264	Playground Replacement (Net of Grants)	-	-	-	80,840	-	80,840	40,420	202,100
265	Restroom Improvements	-	-	-	-	-	-	32,000	32,000

(continued)

Five-Year Capital Improvement Program Request for Capital Equipment or Capital Improvement Project

Project or Equipment Identification		Estimated Expenditure Schedule							
Project Name: <u>Trail Improvements</u>		Equipment or Project Costs	Year 1 2015	Year 2 2016	Year 3 2017	Year 4 2018	Year 5 2019	Five-Year Total	Beyond 5 Years
Version of Request: <u>4/1/2014</u>		Land Acquisition	-	-	-	-	-	-	-
Submitting Department/Division: <u>Parks & Recreation</u>		Design & Engineering	-	-	-	-	-	-	-
Impacted Departments/Divisions: <u>Public Works</u>		Other Prof Services	-	-	-	-	-	-	-
Funding Source(s):	Percent	Construction	-	-	55,000	55,000	55,000	165,000	-
<u>Open Space & Parks Fund</u>	<u>100%</u>	Other	-	-	-	-	-	-	-
		Capital Equipment	-	-	-	-	-	-	-
		Total Project Costs	-	-	55,000	55,000	55,000	165,000	-
		Grant(s) or Other	-	-	-	-	-	-	-
		Project Revenue	-	-	-	-	-	-	-
Total Funding	<u>100%</u>	Impact to Annual	-	-	-	-	-	-	-
Department Priority	<u>7</u>	Maint/Op Costs	-	-	-	-	-	-	-

Project Location Map, Equipment Identification Photo, or Other



(Map or Photo)



Project or Equipment Description and Justification

Please provide a general project description and include the cost allocation methodology if more than one funding source is requested:

The City of Louisville's Trail System is comprised of both soft surface (crusher fine) and hard surface (concrete) materials. This extensive trails system traverses both Open Space and Park properties throughout the City. The trail system is inspected annually for chips, erosion and other safety concerns. Following inspection, areas of concern are prioritized to address safety issues first.

This budget request is targeted for implementing the following: replacing or repairing trail surfaces, installing drainage improvements and stabilizing and revegetating trail edges and social trails.

Please describe why this project is needed, how it supports City-wide goals and objectives, what realistic options or alternatives have been considered, and what payback, or return on investment, has been calculated:

In the Citizen Survey conducted for the Comprehensive Parks, Recreation, Open Space and Trails Master Plan (PROST), trails ranked number one for 'usage levels' and 'importance'. Additionally, PROST Goal 1 lists objectives related to both trail safety and continued maintenance practices. Maintaining trails on a regular basis will maximize the lifespan of the surface material. Annual Open Space soft surface trail grooming is now being preformed in house to reduce overall costs.

Please provide a description of any grants and/or other revenue associated with this project and the ongoing operational and /maintenance costs associated with this project:

This project represents the ongoing operational and maintenance cost associated with upkeep of the entire Open Space & Parks trail system.

Five-Year Capital Improvement Program Request for Capital Equipment or Capital Improvement Project

Project or Equipment Identification			Estimated Expenditure Schedule								
Project Name: Lastoka Property Conservation			Equipment or Project Costs	Year 1 2015	Year 2 2016	Year 3 2017	Year 4 2018	Year 5 2019	Five-Year Total	Beyond 5 Years	
Version of Request: 4/1/2014			Land Acquisition	-	-	-	-	-	-	-	
Submitting Department/Division: Parks & Recreation			Design & Engineering	-	-	2,500	-	-	2,500	-	
Impacted Departments/Divisions:			Other Prof Services	-	-	-	-	-	-	-	
			Construction	7,000	5,000	8,000	-	-	20,000	-	
			Other	-	-	-	-	-	-	-	
Funding Source(s):			Capital Equipment	-	-	-	-	-	-	-	
Percent			Total Project Costs	7,000	5,000	10,500	-	-	22,500	-	
Open Space & Parks Fund			25%								
Total Funding			25%								
Department Priority			8								

Project Location Map, Equipment Identification Photo, or Other



Project or Equipment Description and Justification

Please provide a general project description and include the cost allocation methodology if more than one funding source is requested:

Harney Lastoka Open Space is jointly owned and CIP projects are funded by percent ownership as follows: Boulder County Parks & Open Space 50%, City of Lafayette 25% and the City of Louisville 25%. The adopted Management Plan for this property identifies the following goals: protecting community character, preserving the area's cultural and agricultural heritage and providing wildlife habitat and recreational & educational opportunities for the public. 2015 projects will include completion of historic building preservation and water conveyance to support the Community Supported Agriculture program.

Please describe why this project is needed, how it supports City-wide goals and objectives, what realistic options or alternatives have been considered, and what payback, or return on investment, has been calculated:

Funding for this project is needed to complete the vision outlined in the Management Plan. Boulder County Youth Corp will be utilized when possible for all projects which will reduce costs. Future crop revenue will be used to offset routine maintenance costs.

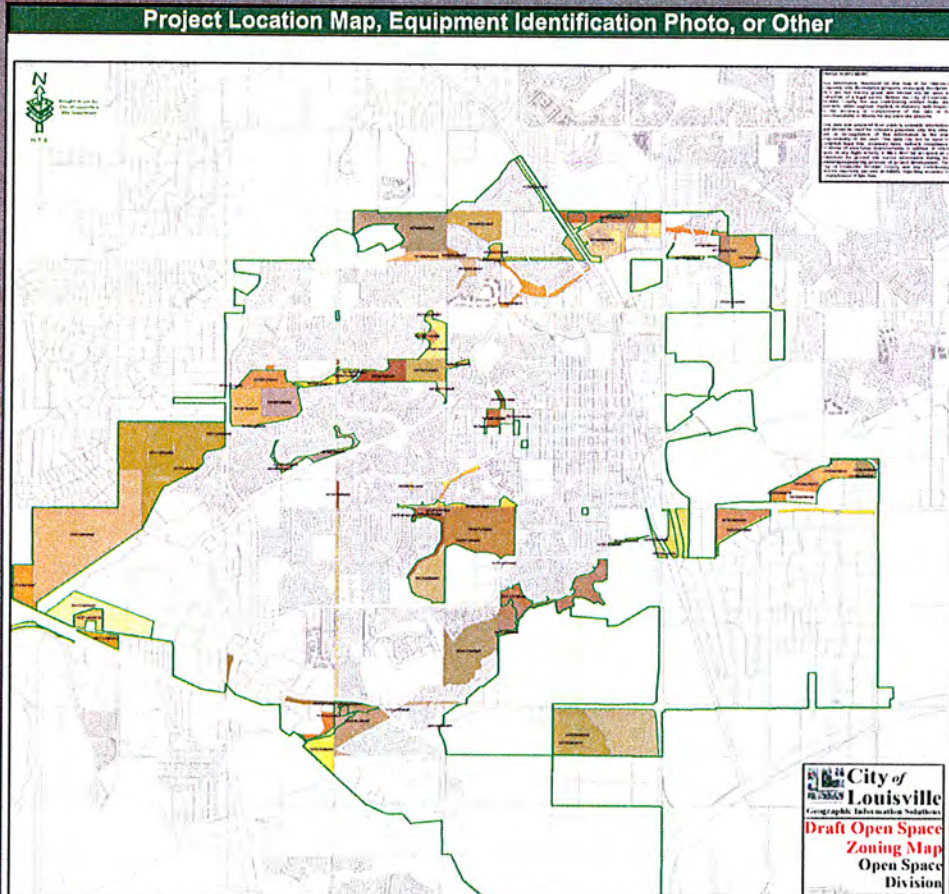
Please provide a description of any grants and/or other revenue associated with this project and the ongoing operational and /maintenance costs associated with this project:

Routine maintenance will be completed and funded by Boulder County Parks & Open Space.

Five-Year Capital Improvement Program Request for Capital Equipment or Capital Improvement Project

Project or Equipment Identification	
Project Name: Open Space Zoning	
Version of Request: 4/1/2014	
Submitting Department/Division: Parks & Recreation	
Impacted Departments/Divisions:	
Funding Source(s):	Percent
Open Space & Parks Fund	100%
Total Funding	100%
Department Priority	37

Estimated Expenditure Schedule								
Equipment or Project Costs	Year 1 2015	Year 2 2016	Year 3 2017	Year 4 2018	Year 5 2019	Five-Year Total	Beyond 5 Years	
Land Acquisition	-	-	-	-	-	-	-	-
Design & Engineering	-	-	-	-	-	-	-	-
Other Prof Services	-	14,000	14,000	-	-	28,000	-	-
Construction	-	-	-	-	-	-	-	-
Other	-	-	-	-	-	-	-	-
Capital Equipment	-	-	-	-	-	-	-	-
Total Project Costs	-	14,000	14,000	-	-	28,000	-	-
Grant(s) or Other	-	-	-	-	-	-	-	-
Project Revenue	-	-	-	-	-	-	-	-
Impact to Annual Maint/Op Costs	-	-	-	-	-	-	-	-



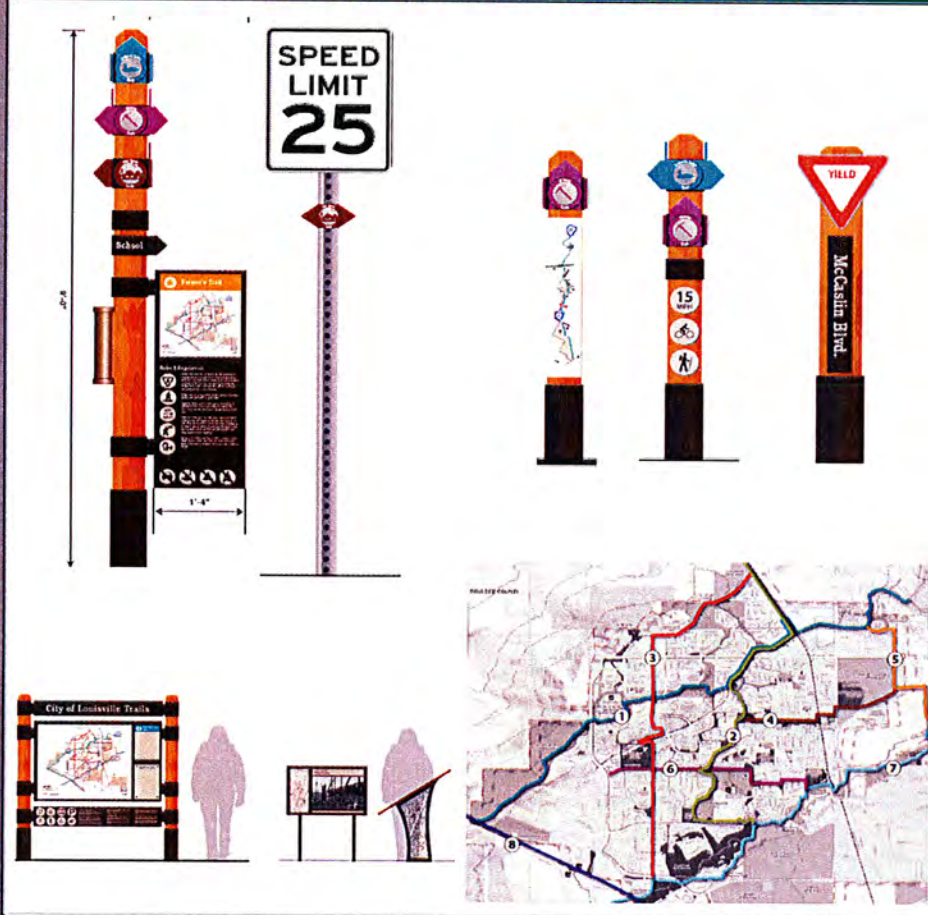
Project or Equipment Description and Justification
<p>Please provide a general project description and include the cost allocation methodology if more than one funding source is requested: Complete property research necessary to verify designated open space parcels for inclusion into the Open Space Zone District.</p> <p>Please describe why this project is needed, how it supports City-wide goals and objectives, what realistic options or alternatives have been considered, and what payback, or return on investment, has been calculated: The Louisville Home Rule Charter stipulates that designated open space parcels be placed into an open space zone district. In 2012 City Council approved the ordinances that created the zone district and the process for placing open space properties into the zone district.</p> <p>The Comprehensive Parks, Recreation, Open Space and Trails Master Plan (PROST) also identified parcel research and verification, for open space zoning purposes, as an immediate/short-term action item (Goal 11; action item 11.1.f).</p> <p>In 2016 the parcel research for the following properties would be completed: Walnut, Warembourg, Daughenbaugh, Hecla and Bullhead Gulch.</p> <p>In 2017 the parcel research for the following properties would be completed: Olson, CTC, Dutch Creek and other properties comprising the Coal Creek Trail Corridor.</p> <p>Please provide a description of any grants and/or other revenue associated with this project and the ongoing operational and /maintenance costs associated with this project.:</p>

Five-Year Capital Improvement Program Request for Capital Equipment or Capital Improvement Project

Project or Equipment Identification	
Project Name:	<u>Open Space & Parks Trail Wayfinding</u>
Version of Request:	<u>3/2/2015</u>
Submitting Department/Division:	<u>Parks & Recreation</u>
Impacted Departments/Divisions:	
Funding Source(s):	Percent
<u>Open Space & Parks Fund</u>	<u>100%</u>
Total Funding	<u>100%</u>
Department Priority	

Estimated Expenditure Schedule							
Equipment or Project Costs	Year 1 2016	Year 2 2017	Year 3 2018	Year 4 2019	Year 5 2020	Five-Year Total	Beyond 5 Years
Sign Fabrication & Insta	248,396	95,514	113,738	-	-	457,648	-
Trail Construction	319,103	226,995	446,950	72,989	-	1,066,037	-
Other Prof Services	-	-	-	-	-	-	-
Construction	-	-	-	-	-	-	-
Other	-	-	-	-	-	-	-
Capital Equipment	-	-	-	-	-	-	-
Total Project Costs	567,499	322,509	560,688	72,989	-	1,523,685	-
Grant(s) or Other							
Project Revenue	-	-	-	-	-	-	-
Impact to Annual							
Maint/Op Costs	-	-	-	-	-	-	-

Project Location Map, Equipment Identification Photo, or Other



Project or Equipment Description and Justification

Please provide a general project description and include the cost allocation methodology if more than one funding source is requested: This project includes the fabrication and installation of a suite of trail signs that will help orient trail users to their current location and nearby destinations. This project also improves on the existing trail system by constructing trail improvements and new trail segments that culminate in a eight 'Primary Trails' that traverse Louisville. Once complete, these primary trail routes make safe and continuous connections across Louisville (see map) and connect to other regional trail systems. The signs, coupled with the trail improvements, will create a system that is easy to navigate and encourages recreation, alternative transportation and exploration!

In the first three phases sign placement and destination information are directly linked to trail improvements. Financial changes to one line item will directly impact the other line item.

Please describe why this project is needed, how it supports City-wide goals and objectives, what realistic options or alternatives have been considered, and what payback, or return on investment, has been calculated:
In the recent Citizen Survey conducted for the Comprehensive Parks, Recreation, Open Space and Trails Master Plan (PORST), trails ranked number one for 'usage levels' and 'importance'. However, citizens voiced concerns regarding the difficulty of navigating through the current trail system. Creating a wayfinding system will help guide users through the system and provide a more informed and enjoyable experience. The Open Space Advisory Board has ranked Wayfinding as their number one CIP priority.

Please provide a description of any grants and/or other revenue associated with this project and the ongoing operational and /maintenance costs associated with this project: Annual monitoring and maintenance will be necessary to ensure that signs posts are aligned properly and not damaged by the elements. Signs will be checked for graffiti on a regular basis.

Five-Year Capital Improvement Program Request for Capital Equipment or Capital Improvement Project

Project or Equipment Identification		Estimated Expenditure Schedule							
Project Name:	Hecla Reservoir Improvements	Equipment or Project Costs	Year 1 2015	Year 2 2016	Year 3 2017	Year 4 2018	Year 5 2019	Five-Year Total	Beyond 5 Years
Version of Request:		Land Acquisition	-	-	-	-	-	-	-
Submitting Department/Division:	Parks & Recreation	Design & Engineering	-	-	-	-	-	-	-
Impacted Departments/Divisions:		Other Prof Services	-	-	-	-	-	-	-
Funding Source(s):	Percent	Construction	20,000	-	-	-	-	20,000	-
Open Space & Parks Fund	100%	Other	-	-	-	-	-	-	-
		Capital Equipment	-	-	-	-	-	-	-
		Total Project Costs	20,000	-	-	-	-	20,000	-
		Grant(s) or Other							
		Project Revenue	-	-	-	-	-	-	-
Total Funding	100%	Impact to Annual							
Department Priority		Maint/Op Costs	-	-	-	-	-	-	-

Project Location Map, Equipment Identification Photo, or Other



Project or Equipment Description and Justification

Please provide a general project description and include the cost allocation methodology if more than one funding source is requested:

Per the 2012 Hecla Reservoir Open Space Management Plan, and the Open Space Advisory Boards recommendations to create a birding sanctuary, staff is proposing a 2015 landscaping project to include drip irrigation and natural landscaping.

Please describe why this project is needed, how it supports City-wide goals and objectives, what realistic options or alternatives have been considered, and what payback, or return on investment, has been calculated:

The North End Development completed the Hecla Improvements per the subdivision agreement in 2014. Work included construction of the dam, trails and minimal landscaping. During the construction of the dam the reservoir remained empty resulting in additional tree die off. Due to hazardous conditions the trees shown in this picture will be removed in 2014. This project enhances habitat, increasing structural and biological diversity which will attract more avian species. This will be the first birding sanctuary in Louisville and will provide a new passive recreation opportunity for the general public and for the Balfour residents in the area. This project will be held concurrently with a volunteer project of planting willow stakes and mesic grasses which will reduce project cost and foster community involvement.

Please provide a description of any grants and/or other revenue associated with this project and the ongoing operational and maintenance costs associated with this project:

Drip irrigation will be more affordable than staff time necessary to hand water trees and other landscaping. Ongoing operational and maintenance cost will include staff time to inspect the drip irrigation and monitor initial establishment of the landscaping.

Five-Year Capital Improvement Program Request for Capital Equipment or Capital Improvement Project

Project or Equipment Identification		Estimated Expenditure Schedule							
Project Name:	Boundary Treatments	Equipment or Project Costs	Year 1 2015	Year 2 2016	Year 3 2017	Year 4 2018	Year 5 2019	Five-Year Total	Beyond 5 Years
Version of Request:	5/30/2014	Land Acquisition	-	-	-	-	-	-	-
Submitting Department/Division:	Parks & Recreation	Design & Engineering	-	-	-	-	-	-	-
Impacted Departments/Divisions:		Other Prof Services	-	-	-	-	-	-	-
Funding Source(s):	Percent	Construction	-	15,000	13,000	26,000	6,000	60,000	-
Open Space & Parks Fund	100%	Other	-	-	-	-	-	-	-
		Capital Equipment	-	-	-	-	-	-	-
		Total Project Costs	-	15,000	13,000	26,000	6,000	60,000	-
		Grant(s) or Other	-	-	-	-	-	-	-
		Project Revenue	-	-	-	-	-	-	-
Total Funding	100%	Impact to Annual	-	-	-	-	-	-	-
Department Priority	35	Maint/Op Costs	-	75	90	200	250	615	-

Project Location Map, Equipment Identification Photo, or Other



CITY OF LOUISVILLE
**OPEN SPACE
THIS SIDE OF SIGN**

PARKS & RECREATION DEPARTMENT 303.335.4735

Project or Equipment Description and Justification

Please provide a general project description and include the cost allocation methodology if more than one funding source is requested:

Tasks related to increasing boundary identification may include the following: surveying property lines, marking boundaries, fencing, gates, bollards and other markers. 2016 costs to include fencing at Dutch Creek Open Space to address excessive driving on trails, social trail issues, unpermitted access by contractors and to delineate the property. 2017-Hecla, 2018-Damyantovich, 2019-North.

Please describe why this project is needed, how it supports City-wide goals and objectives, what realistic options or alternatives have been considered, and what payback, or return on investment, has been calculated:

Boundary identification is critical for management of our open space properties. Unidentified boundaries can lead to unlawful motorized access and encroachment of garden beds, patios and yard waste onto our open space lands. Unidentified boundaries also make it difficult for city staff when trying to identify start and end locations of various management activities.

Please provide a description of any grants and/or other revenue associated with this project and the ongoing operational and /maintenance costs associated with this project.:

Five-Year Capital Improvement Program Request for Capital Equipment or Capital Improvement Project

Project or Equipment Identification		Estimated Expenditure Schedule							
Project Name:	Open Space Management Plan Updates	Equipment or Project Costs	Year 1 2015	Year 2 2016	Year 3 2017	Year 4 2018	Year 5 2019	Five-Year Total	Beyond 5 Years
Version of Request:		Land Acquisition	-	-	-	-	-	-	-
Submitting Department/Division:	Parks & Recreation	Design & Engineering	-	-	-	-	-	-	-
Impacted Departments/Divisions:		Other Prof Services	-	-	-	-	-	-	-
Funding Source(s):	Percent	Construction	-	40,000	-	-	-	40,000	-
Open Space & Parks Fund	100%	Other	-	-	-	-	-	-	-
		Capital Equipment	-	-	-	-	-	-	-
		Total Project Costs	-	40,000	-	-	-	40,000	-
		Grant(s) or Other	-	-	-	-	-	-	-
		Project Revenue	-	-	-	-	-	-	-
Total Funding	100%	Impact to Annual	-	-	-	-	-	-	-
Department Priority		Maint/Op Costs	-	-	-	-	-	-	-

Project Location Map, Equipment Identification Photo, or Other

CITY OF LOUISVILLE OPEN SPACE MASTER PLAN

covering the following properties:

AQUARIUS
CTC
DAUGHENBAUGH
DAVIDSON MESA
LAKE PARK
NORTH
TAMARISK
WAREMBOURG
LEON A. WURL WILDLIFE SANCTUARY
MISCELLANEOUS



January 2004

City of Louisville
Department of Land Management
and Louisville Open Space Citizens Advisory Board

Project or Equipment Description and Justification

Please provide a general project description and include the cost allocation methodology if more than one funding source is requested:

Update components of the existing 2004 City of Louisville Open Space Master Plan to 1) include new or missing properties and 2) evaluate recreation management and ecosystem restoration goals by property.

Please describe why this project is needed, how it supports City-wide goals and objectives, what realistic options or alternatives have been considered, and what payback, or return on investment, has been calculated:

The Comprehensive Parks, Recreation, Open Space and Trails Master Plan (PROST) identified updating management plans and the 2004 City of Louisville Open Space Master Plan as an immediate and short-term action item.

This project is needed to assess change in the landscape over the past ten years and to update management goals so that they reflect current conditions and best management practices. The current plan does not include the following Open Space properties: Danyanovich, Hecla, Bullhead Gulch, Walnut, Olson, Dutch Creek and other smaller parcels.

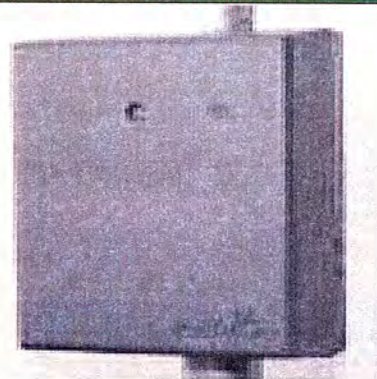
The updates will inform citizen of the current conditions and the future management direction that will be implemented on Open Space over the next ten years. These updates will help inform day to day management as well as long term planning and ensure that the City is implementing best management practices.

Please provide a description of any grants and/or other revenue associated with this project and the ongoing operational and /maintenance costs associated with this project:

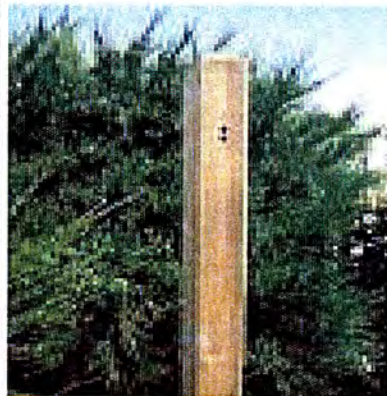
Five-Year Capital Improvement Program Request for Capital Equipment or Capital Improvement Project

Project or Equipment Identification		Estimated Expenditure Schedule							
Project Name:		Equipment or Project Costs	Year 1 2015	Year 2 2016	Year 3 2017	Year 4 2018	Year 5 2019	Five-Year Total	Beyond 5 Years
Version of Request:	5/30/2014	Land Acquisition	-	-	-	-	-	-	-
Submitting Department/Division:	Parks & Recreation	Design & Engineering	-	-	-	-	-	-	-
Impacted Departments/Divisions:		Other Prof Services	-	-	-	-	-	-	-
Funding Source(s):	Percent	Construction	-	-	-	-	-	-	-
Open Space & Parks Fund	100%	Other	-	15,000	-	-	-	15,000	-
		Capital Equipment	-	-	-	-	-	-	-
		Total Project Costs	-	15,000	-	-	-	15,000	-
		Grant(s) or Other	-	-	-	-	-	-	-
		Project Revenue	-	-	-	-	-	-	-
Total Funding	100%	Impact to Annual	-	-	-	-	-	-	-
Department Priority	36	Maint/Op Costs	-	155	155	155	155	620	-

Project Location Map, Equipment Identification Photo, or Other



(Map or Photo)



Project or Equipment Description and Justification

Please provide a general project description and include the cost allocation methodology if more than one funding source is requested:

The City of Louisville's Open Space has an extensive trail system which spans 15 properties. This budget request is targeted to purchase Eco-Counter trail counters in order to determine the number of residents utilizing the trail system and also when and where they are recreating.

Please describe why this project is needed, how it supports City-wide goals and objectives, what realistic options or alternatives have been considered, and what payback, or return on investment, has been calculated:

In the Comprehensive Parks, Recreation, Open Space and Trails Master Plan (PROST), trails had the number one ranking for their usage levels. This project will support the City's goals by determining which properties are utilized the most (including the dog off-leash area), the number of users the system currently support, time of use, and in some cases the purpose (commuting versus recreation). This information will help determine the need for new trails, future growth, maintenance schedules, and the optimal location for wayfinding signs.

The counters can also be used to determine the number of trail users that are traveling on unauthorized social trails or during unauthorized hours of the day enabling the City to develop appropriate management plans.

An alternative to the counter is to have volunteers or staff members sit near a trail and count the number of trail users. This alternative will not be as accurate or as informative compared to a counter. A counter can be placed in one spot and count in all types of weather and at anytime of the day. These counters are waterproof, can operate in a variety of weather conditions and record which direction a user is traveling.

Please provide a description of any grants and/or other revenue associated with this project and the ongoing operational and /maintenance costs associated with this project.:

The only staff time needed will be to move the counters, download data and analyze the data.

Five-Year Capital Improvement Program Request for Capital Equipment or Capital Improvement Project

Project or Equipment Identification			Estimated Expenditure Schedule							
Project Name: Prescribed Burns			Equipment or Project Costs	Year 1 2015	Year 2 2016	Year 3 2017	Year 4 2018	Year 5 2019	Five-Year Total	Beyond 5 Years
Version of Request:			Land Acquisition	-	-	-	-	-	-	-
Submitting Department/Division: Parks & Recreation			Design & Engineering	-	-	-	-	-	-	-
Impacted Departments/Divisions:			Other Prof Services	-	7,000	8,000	8,000	8,000	31,000	-
Funding Source(s):	Percent		Construction	-	-	-	-	-	-	-
Open Space & Parks Fund	100%		Other	-	-	-	-	-	-	-
			Capital Equipment	-	-	-	-	-	-	-
			Total Project Costs	-	7,000	8,000	8,000	8,000	31,000	-
			Grant(s) or Other							
Total Funding	100%		Project Revenue	-	-	-	-	-	-	-
Department Priority			Impact to Annual Maint/Op Costs	-	-	-	-	-	-	-

Project Location Map, Equipment Identification Photo, or Other



Project or Equipment Description and Justification

Please provide a general project description and include the cost allocation methodology if more than one funding source is requested:

Development and implementation of a prescribed burn plan for Davidson Mesa, Aquarius and North Open Space properties.

Please describe why this project is needed, how it supports City-wide goals and objectives, what realistic options or alternatives have been considered, and what payback, or return on investment, has been calculated:

Re-introduce fire to the grassland ecosystem by implementing prescribed burning as a management tool. This would be an additional management practice to add to the restoration efforts that are currently occurring. Work would be contracted out to a certified National Wildfire Coordinating Group (NWCG) fire management organization. 2016 work would include development of a burn plan and a small pilot project. With the success of the pilot project, the program would be expanded to Open Space properties with high grassland restoration potential. Properties to be treated would include sections of Davidson Mesa, Aquarius and North Open Space. Small portions of the properties would be burned on a rotating bases.

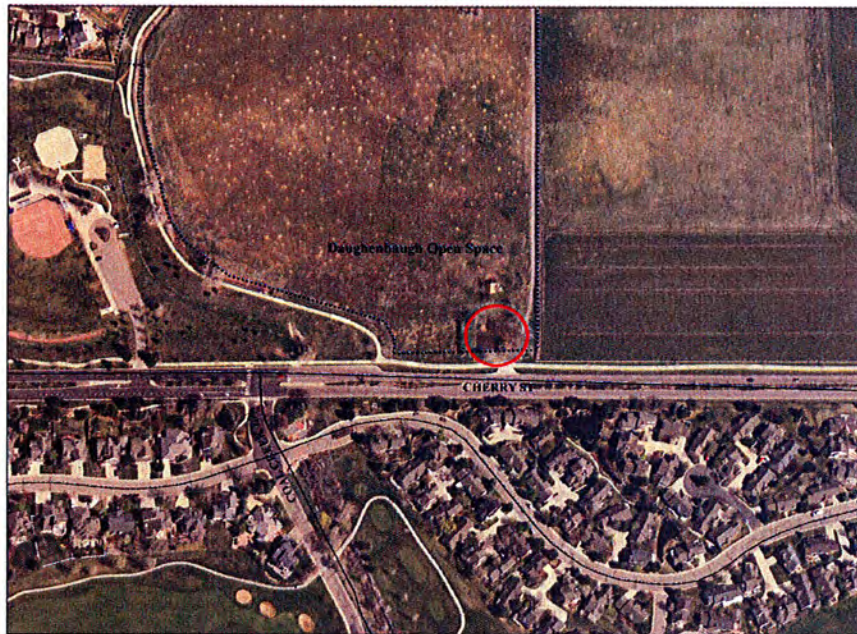
Eliminating fire from the grassland ecosystem has been shown to lead to ecological homogenization or a decrease in flora and fauna diversity. If fire is not reintroduced nutrient cycling will be diminished, biodiversity will be diminished and dead plant materials will continue to accumulate. The increase in dead plant material will lead to more fuel loading which could increase the likelihood and surface intensity of a wildland fire and decrease in noxious weed treatment effectiveness.

Please provide a description of any grants and/or other revenue associated with this project and the ongoing operational and /maintenance costs associated with this project.:

Five-Year Capital Improvement Program Request for Capital Equipment or Capital Improvement Project

Project or Equipment Identification			Estimated Expenditure Schedule							
Project Name: Parking lot Improvements			Equipment or Project Costs	Year 1 2015	Year 2 2016	Year 3 2017	Year 4 2018	Year 5 2019	Five-Year Total	Beyond 5 Years
Version of Request: 4/1/2014			Land Acquisition	-	-	-	-	-	-	-
Submitting Department/Division: Parks & Recreation			Design & Engineering	-	-	-	-	-	-	-
Impacted Departments/Divisions:			Other Prof Services	-	-	-	-	-	-	-
Funding Source(s):	Percent		Construction	-	-	17,500	-	-	17,500	-
Open Space & Parks Fund	100%		Other	-	-	-	-	-	-	-
			Capital Equipment	-	-	-	-	-	-	-
			Total Project Costs	-	-	17,500	-	-	17,500	-
			Grant(s) or Other							
			Project Revenue	-	-	-	-	-	-	-
Total Funding	100%		Impact to Annual							
Department Priority	38		Maint/Op Costs	-	-	1,000	1,000	1,000	3,000	-

Project Location Map, Equipment Identification Photo, or Other



Project or Equipment Description and Justification

Please provide a general project description and include the cost allocation methodology if more than one funding source is requested:

The City of Louisville Open Space Division maintains four parking lots throughout the City. Three of the four parking lots were built to the same standards by contractors. The fourth parking lot, at Daughenbaugh, was built in-house at minimal cost. This project would be to build the parking lot to meet City standards.

Please describe why this project is needed, how it supports City-wide goals and objectives, what realistic options or alternatives have been considered, and what payback, or return on investment, has been calculated:

The project supports the City's goals by creating a safe place to park. It supports a standardized look for every property and will reduce the cost for maintenance because one type of material can be purchased, for all parking lots, rather than multiple types and colors.

Alternatives to this project is to fill the pot holes with new asphalt and grey aggregates, allowing the parking lot to continue having a different look compared to the other parking lots.

Please provide a description of any grants and/or other revenue associated with this project and the ongoing operational and /maintenance costs associated with this project.:

1) Yearly maintenance (re-setting parking blocks, grading, weed control, etc).

2) Filling of potholes every few years.

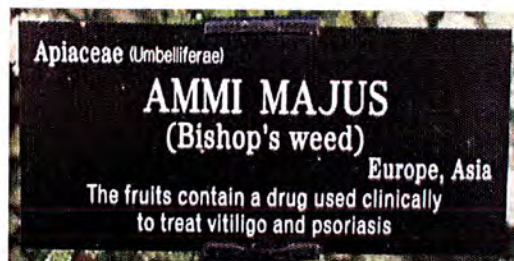
3) Top coating every few years.

Five-Year Capital Improvement Program Request for Capital Equipment or Capital Improvement Project

Project or Equipment Identification	
Project Name:	Demonstration Gardens
Version of Request:	7/15/2014
Submitting Department/Division:	Parks & Recreation
Impacted Departments/Divisions:	
Funding Source(s):	Percent
Open Space & Parks Fund	100%
Total Funding	100%
Department Priority	42

Estimated Expenditure Schedule								
Equipment or Project Costs	Year 1 2015	Year 2 2016	Year 3 2017	Year 4 2018	Year 5 2019	Five-Year Total	Beyond 5 Years	
Harper Lake	-	-	-	-	-	-	-	-
Design & Engineering	-	-	-	-	-	-	-	-
Other Prof Services	-	-	-	-	-	-	-	-
Construction	-	-	-	-	-	-	60,000	-
Other	-	-	-	-	-	-	-	-
Capital Equipment	-	-	-	-	-	-	-	-
Total Project Costs	-	-	-	-	-	-	60,000	-
Grant(s) or Other	-	-	-	-	-	-	-	-
Project Revenue	-	-	-	-	-	-	-	-
Impact to Annual	-	-	-	-	-	-	-	-
Maint/Op Costs	-	-	-	1,500	1,500	3,000	-	-

Project Location Map, Equipment Identification Photo, or Other



Project or Equipment Description and Justification

Please provide a general project description and include the cost allocation methodology if more than one funding source is requested:

Design, install and maintain demonstration gardens composed of native prairie grasses, flowers and shrubs. These demonstration gardens would be located at developed trailhead entry points on Open Space properties. Potential locations: Leon Wurl Wildlife Sanctuary (Harper Lake), Davidson Mesa and Aquarius.

Please describe why this project is needed, how it supports City-wide goals and objectives, what realistic options or alternatives have been considered, and what payback, or return on investment, has been calculated:

The gardens may encourage citizens to plant native plants at their homes in an effort to conserve water and promote native species. The gardens support Goal 6 of the Parks, Recreation, Open Space and Trails Comprehensive Master Plan (PROST) - the promotion of environmental stewardship and education.

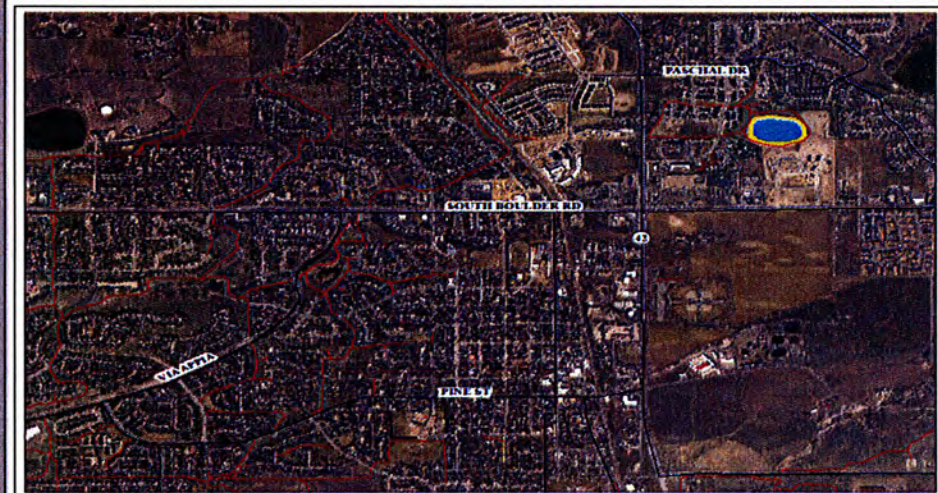
Please provide a description of any grants and/or other revenue associated with this project and the ongoing operational and maintenance costs associated with this project.:

After the design is complete volunteers could install and maintain the gardens.

Five-Year Capital Improvement Program Request for Capital Equipment or Capital Improvement Project

Project or Equipment Identification		Estimated Expenditure Schedule							
Project Name:		Equipment or Project Costs	Year 1 2016	Year 2 2017	Year 3 2018	Year 4 2019	Year 5 2020	Five-Year Total	Beyond 5 Years
Version of Request:	2/25/2015	Land Acquisition	-	-	-	-	-	-	-
Submitting Department/Division:	Parks & Recreation	Design & Engineering	-	-	-	-	-	-	-
Impacted Departments/Divisions:	Public Works	Other Prof Services	15,000	-	-	-	-	15,000	-
Funding Source(s):	Percent	Construction	10,000	-	-	-	-	10,000	-
Open Space & Parks Fund	100%	Other	-	-	-	-	-	-	-
		Capital Equipment	15,000	-	-	-	-	15,000	-
		Total Project Costs	40,000	-	-	-	-	40,000	-
		Grant(s) or Other	-	-	-	-	-	-	-
		Project Revenue	-	-	-	-	-	-	-
Total Funding	100%	Impact to Annual							
Department Priority		Maint/Op Costs	700	700	700	700	700	3,500	700

Project Location Map, Equipment Identification Photo, or Other



Project or Equipment Description and Justification

Please provide a general project description and include the cost allocation methodology if more than one funding source is requested:

The City of Louisville recently refilled Hecla Reservoir. This budget request is for installation of an aeration system, a housing complex, and a buried power line to run the system.

Please describe why this project is needed, how it supports City-wide goals and objectives, what realistic options or alternatives have been considered, and what payback, or return on investment, has been calculated:

Circulation of water is critical in maintaining a healthy water ecosystem. The introduction of an aeration system will circulate the water column increasing dissolved oxygen levels and reducing the effects of nutrients build up in this shallow body of water. This results in improved water quality and clarity, reduces bottom sludge and decreases odors.

Please provide a description of any grants and/or other revenue associated with this project and the ongoing operational and /maintenance costs associated with this project:

There will be annual electric use, maintenance cost for replacement parts, and additional microbes that aid in the breakdown of organic material.

Five-Year Capital Improvement Program Request for Capital Equipment or Capital Improvement Project

Project or Equipment Identification	
Project Name: Restroom Improvements	
Version of Request: 7/15/2014	
Submitting Department/Division: Parks & Recreation	
Impacted Departments/Divisions:	
Funding Source(s):	Percent
Conservation Trust - Lottery	100%
Total Funding	100%
Department Priority	29

Estimated Expenditure Schedule							
Equipment or Project Costs	Year 1 2015	Year 2 2016	Year 3 2017	Year 4 2018	Year 5 2019	Five-Year Total	Beyond 5 Years
Land Acquisition	-	-	-	-	-	-	-
Design & Engineering	-	-	-	-	-	-	-
Other Prof Services	-	-	-	-	32,000	32,000	-
Construction	-	-	-	-	-	-	-
Other	-	-	-	-	-	-	-
Capital Equipment	-	-	-	-	-	-	-
Total Project Costs	-	-	-	-	32,000	32,000	-
Grant(s) or Other							
Project Revenue	-	-	-	-	-	-	-
Impact to Annual Maint/Op Costs	-	-	-		200	200	-

Project Location Map, Equipment Identification Photo, or Other



Project or Equipment Description and Justification

Please provide a general project description and include the cost allocation methodology if more than one funding source is requested:
Purchase and installation of a vault restroom for placement at the Aquarius trailhead on the regional Coal Creek Trail.

Please describe why this project is needed, how it supports City-wide goals and objectives, what realistic options or alternatives have been considered, and what payback, or return on investment, has been calculated:
Currently the regional Coal Creek Trail through Louisville does not have any restrooms. This restroom will provide great relief for regional commuters, local trail users and those enjoying the shelter at the Aquarius trailhead. The alternative would be a blue and white portolet which requires frequent maintenance, is not stable in high winds and detracts from the visual surroundings.

Please provide a description of any grants and/or other revenue associated with this project and the ongoing operational and /maintenance costs associated with this project.:

Five-Year Capital Improvement Program Request for Capital Equipment or Capital Improvement Project

Project or Equipment Identification		Estimated Expenditure Schedule							
Project Name:	Interpretive Education	Equipment or Project Costs	Year 1 2015	Year 2 2016	Year 3 2017	Year 4 2018	Year 5 2019	Five-Year Total	Beyond 5 Years
Version of Request:		Land Acquisition	-	-	-	-	-	-	-
Submitting Department/Division:	Parks & Recreation	Design & Engineering	-	-	-	-	-	-	-
Impacted Departments/Divisions:	Open Space Division	Other Prof Services	-	-	-	-	-	-	-
Funding Source(s):	Percent	Construction	-	-	-	-	-	-	-
Conservation Trust - Lottery	100%	Other	-	-	-	-	-	-	-
		Capital Equipment	-	-	-	-	-	-	-
		Total Project Costs	-	-	-	-	-	-	-
		Grant(s) or Other							
		Project Revenue	-	-	-	-	-	-	-
Total Funding	100%	Impact to Annual							
Department Priority	Medium	Maint/Op Costs	-	-	-	-	-	-	-

Project Location Map, Equipment Identification Photo, or Other



Project or Equipment Description and Justification

Please provide a general project description and include the cost allocation methodology if more than one funding source is requested:

The requested funding is for the design and development of educational signage for Harper Lake Open Space, Aquarius Open Space, Dutch Creek Open Space, and Hecla Lake. The educational signage on Harper Lake Open Space would be installed in 2016 and would include a map and information on fish habitat, shore birds, and historical information about Harper Lake. The educational sign for Aquarius Open Space would replace the existing map display, located on the kiosk, with a weather-resistant map which will include the Coal Creek Trail system and Louisville Open Space properties. The educational sign for Dutch Creek Open Space would provide information on the importance of riparian areas for wildlife, water quality, and erosion. Sign installation on both Aquarius and Dutch Creek Open Space properties would occur in 2017. The educational signage for Hecla Lake would include the installation of two signs in 2018. One of the signs will contain information on wildlife species observed at Hecla Lake and wildlife watching guidelines. The other sign will include information on wildlife habitats.

Please describe why this project is needed, how it supports City-wide goals and objectives, what realistic options or alternatives have been considered, and what payback, or return on investment, has been calculated:

This project is supported by Goal 6 of the Parks, Recreation, Open Space and Trails Comprehensive Master Plan (PROST) - the promotion of environmental stewardship and education. Additionally, the Open Space Advisory Board continuously identifies educational programming and promotion as one of their top priorities.

Please provide a description of any grants and/or other revenue associated with this project and the ongoing operational and maintenance costs associated with this project:

Once signage has been installed, the maintenance required for interpretive educational signage would be very minimal. Potential maintenance costs would include sign replacement for any weathering or vandalism to the signs. Signage should be expected to be replaced every 10-15 years due to possible weather-related damages.

Addendum
Open Space Advisory
Board
March 11, 2015

Organizational Chart
March 1, 2015

BOULDER COUNTY PARKS AND OPEN SPACE
Ronald K. Stewart, Director

County Attorney
Conrad Lattes

**Special Projects
Manager**
Tina Nielsen

**Open Space
Partnership Coordinator**
Karen Imbierowicz

Grant Coordinator
Bridgette McCarthy

Communications Specialist
***Vivienne Jannatpour**

Web Specialist
Nik Brockman

**CSU Extension
Director**
Kevin Miller

Accounting Clerk III
Roberta Johnston

Admin Techs
Audra Harders
Amy Lippold
Lisa Wallace

**Agriculture Natural
Resources**
Adrian Card
Sharon Bokan

**Family Consumer
Science**
Ann Zander

Horticulture Agent
Deryn Davidson

**Horticulture
Entomologist &
Master Gardener**
Carol O'Meara

**4H Youth Leader
Development
& Outreach**
Kim Morrison

**4H Youth
Development &
Livestock Agent**
Nicolette Ahrens

**Resource
Management**
Therese Glowacki

Admin Tech
Sukey Williams

Education & Outreach
***Pascalle Fried**
Michelle Bowie
Larry Colbenson
Rachel Gehr
Deborah Price
Craig Sommers

***Sheryl Kippen**
Jim Drew

Forestry & Fire
***Stefan Reinold**
Ashley Garrison
Scott Golden
Wayne Harrington
Daniel Kleist
Nathan McBride
Shane Milne
Zach Price
Nick Stremel

Plant Ecology
***Claire Deleo**
Carrie Cimo
David Hirt
Jennifer Kesler
Carin LeFevre

Weeds Coordinator
***Steve Sauer**

Weed Specialists
Brendan Close
Faulkner Merdes
Kurt Roy

**Senior Wildlife
Specialist**
***Susan Spaulding**

Wildlife Specialists
Dave Hoerath
Robert Kobza
Tim Shafer

**Volunteer
Program Specialist**
Michelle Durant

Real Estate
Janis Whisman

Senior Land Officer
Mel Stonebraker

Land Officer
Sandy Duff

Real Estate Tech
Renata Frye

**Senior Paralegal
Specialists**
Mindy Carson Hatcher
MaryJo Langstraat

Paralegal Specialist
Danielle Levine

**Stewardship
Specialists**
***Emily Greenwood**
Ashley Scruggs

**Resource
Protection**
***Bevin Carithers**
Jeff Hiebert
Erin Hartnett
Jason Vroman
Chris White

Betasso Caretaker
Graham Fowler
Caribou Caretaker
Sarah Andrews
Hall Caretaker
Denny Morris
Heil Caretaker
Kevin Grady
Walker Caretaker
Amanda Hatfield

Parks SO Deputies
***Kevin Parker**
Cathy Bryarly
Sue Cullen
Rik Henrikson
Steve Whitener

Administration
Cat Trujillo

**Administrative
Specialist**
Renee Edick

**Administrative
Payroll Coordinator**
Anne Holmes

**Administrative
Ag Lease Coordinator**
Erik Welch

**Property Manager /
Contract Tech**
Keith Zittle

Accounting Clerk III
***DeAnna Cassidy**

Accounting Clerk II
Allison Walsh

**Agricultural
Resources**
David Bell

Admin Tech
Barbara Brooks

Resource Specialists
Chase Dryden
Meaghan Huffman
Phill Leffler

Outreach Specialist
Jennifer Kemp

**Senior Resource
Specialist**
***Rob Alexander**

Resource Tech
Stephan Kirk
Amy Schwartz

Project Coordinator
***Jim Michal**

Resource Specialist
Jason Sauer

Ag Tech
Levi Priest

Senior Water Specialist
***Karen Martinez**

Water Specialist
Douglas Dunn

Water Engineer
Doug Laiho

Resource Tech
Philip Mellot

Resource Planning
Jeff Moline

**Historic Preservation
Specialist**
Carol Beam

Planners
Justin Atherton-Wood
Jesse Rounds
Ernst Strenge
Ron West

Business Analyst
***Carrie Inoshita**

**GIS and Application
Technician**
Simone Baring-Gould

Senior GIS Specialist
***Kristi VanDenBosch**

GIS Specialist
Meredith Dutlinger

GIS Tech
Erik Hinkley

**Recreation and
Facilities**
Al Hardy

Shop Foreman
Joe Thiltgen

**Building and Historic
Preservation**
***Don Burd**
**Tom Popadak

Techs
Brian Bartel
Brian Bertin
Mike Lohr
Will Towle
Alex Turner

Grounds
***Jeff Cox**
**Chase Stewart

Techs
Darrin Cole
Radford DuBois
Jeff Shaw

Arborist
Cathy Thiltgen

EAB Coordinator
Brett Stadsfold

Trails
***Andy Tyler**
**Jim Webster
**Chris Trujillo

Techs
Rory Fennell
Ben Noon
Mike Rutter
Tristan Stone

Volunteer Coordinator
Fletcher Jacobs

**Youth Corps
Program Manager**
Judy Wolfe

Field Coordinator
Amanda Goldstein

Fairgrounds Manager
***Joe LaFollette**
**Keith Parninello

Scheduling Coordinator
Rebecca Harp

Techs
Joe Anzaldo
Ryan Behrendt
Randy Noterman
Cody Nutter
Mike Wheeler

**Project Management
& Design**
***Sean Reynolds**

Project Coordinators
Prashant KC
Barry Shook
Brent Wheeler
Tim Zych

Landscape Architects
Dan McCormick
Mary Olson
Stan Snyder

Sign Specialist
Mary Rolf

***INDICATES SUPERVISORS**
****INDICATES FOREMAN**



Acres of Boulder County Parks and Open Space January 2015

Summary

Total Acres Protected by County	Acres
County Open Space (publicly owned land)	61,287
County Leased Properties (from State Land Board)	+ 692
County Easements (trail, access, other)	50
Subtotal:	62,029
County Conservation Easements (privately owned land)	+ 40,637
Total:	102,666

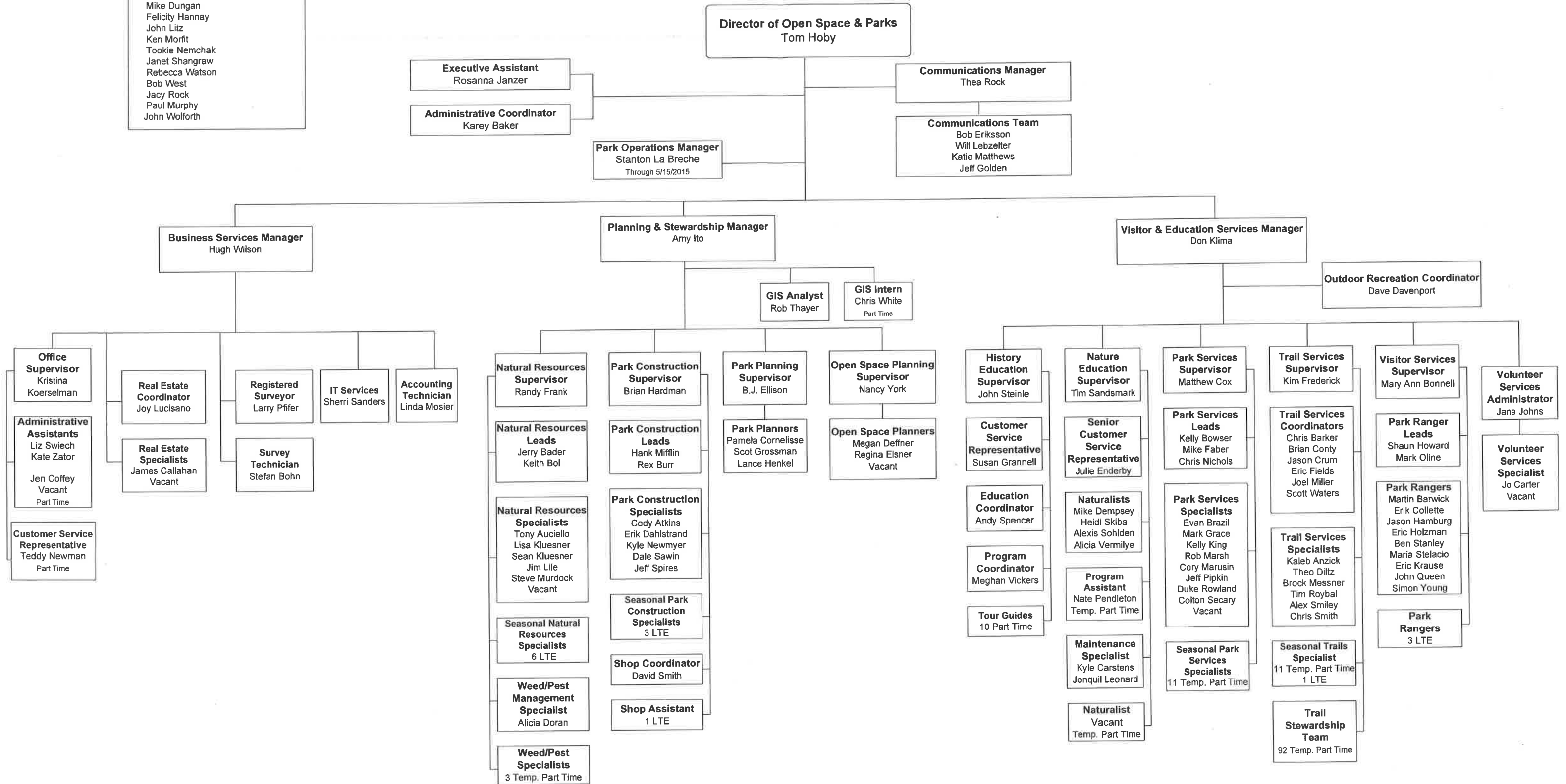
Details

Publicly Owned and/or Leased Land, and Miscellaneous Easements	Total:	62,092
Open for Public Use¹ (58.6%)		36,334
Closed to Public Use (33.7% Agricultural Lease, 7.8% Other)		25,695
<i>Closure reason:</i>		
Agriculture (under lease to local farmers)		20,879
Contract Requirement (closure was a seller's condition)		782
Evaluation in progress for Potential Public Use		1,266
Open Space Option Parcels (private land to be acquired by County)		866
Public Safety		912
Wildlife/Vegetation		990
Private Land (Protected, but Closed to Public Use)	Total:	40,637
Conservation Easements		40,556
Conservation Easement Option Parcels		81

¹ Some properties have public use restrictions, e.g., area closures for sensitive wildlife/vegetation habitat (11,020) and 'stay on trail' requirements to avoid impacting adjacent agricultural activities (4,348 acres).



Open Space Advisory Committee
Wayne Forman, Chair
Mike Dungan
Felicity Hannay
John Litz
Ken Morfit
Tookie Nemchak
Janet Shangraw
Rebecca Watson
Bob West
Jacy Rock
Paul Murphy
John Wolforth



Colorado Open Lands

355 South Teller Street, Suite 210, Lakewood CO 80226
www.ColoradoOpenLands.org 303.988.2373

Structure: 501(c)3 organization founded in 1981

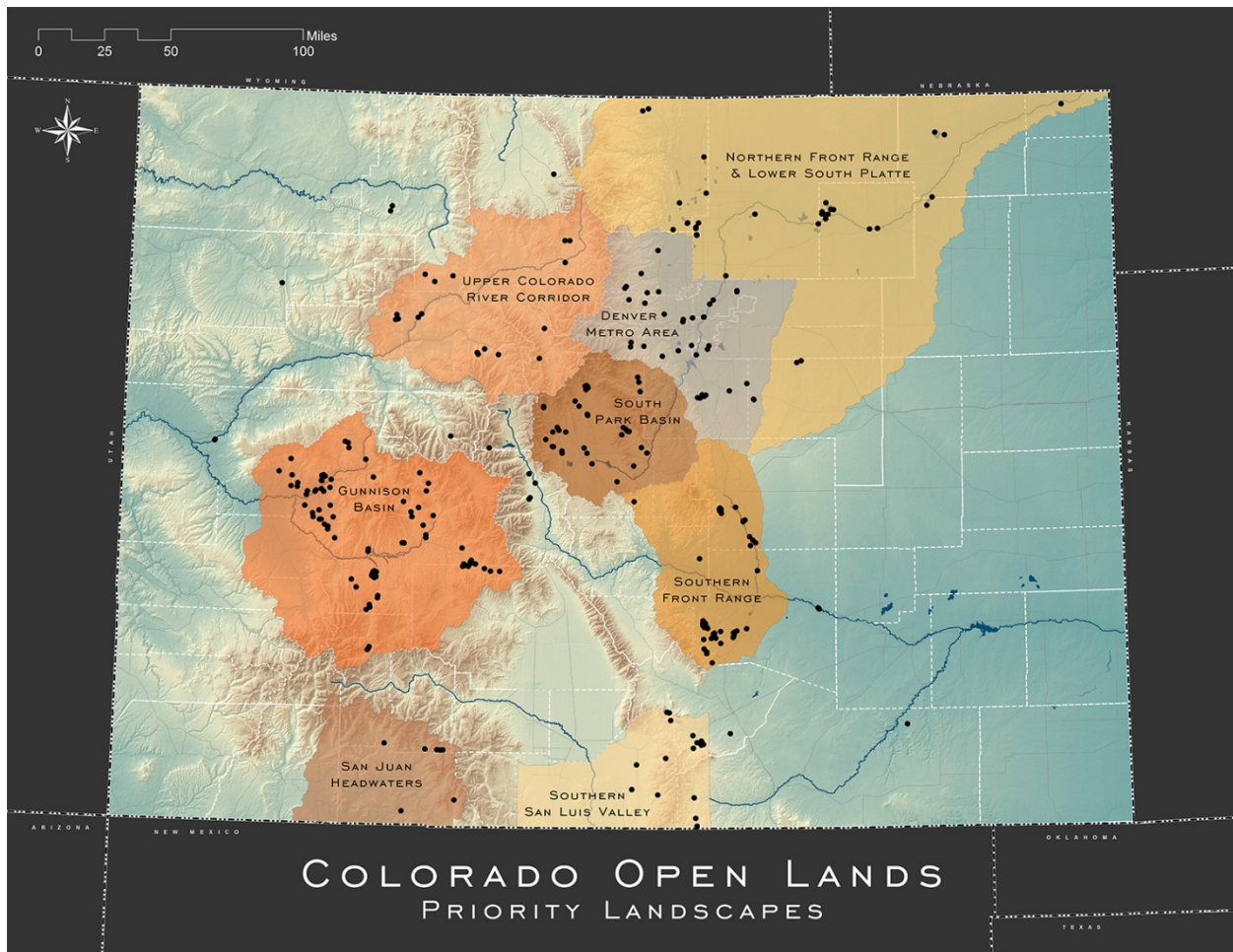
Mission: to preserve the significant open lands and natural heritage of Colorado through private and public partnerships, innovative land conservation techniques and strategic leadership

Acreage: COL holds 295 conservation easements on 264,673 acres in 40 counties.

COL has assisted other organizations in the protection of an additional 150,000 acres.

Governance and staffing: governed by a Board of Directors (26) and maintains a staff of twelve (4 FTE equivalent dedicated to conservation easement acquisition)

COL focuses its work in eight priority landscapes.





Jefferson County
Open Space
enriching life

PROPOSAL FORM

Please complete this form to the best of your ability and/or knowledge and return to Jefferson County Open Space

OS Number: _____	FOR OPEN SPACE OFFICE USE ONLY-
Date received: _____	TO COMPLETE UPON RECEIPT
Name of Project: _____	

LANDOWNER NAME: _____
STREET ADDRESS: _____
CITY: _____ STATE: _____ ZIP CODE: _____
PHONE: _____ FAX: _____
EMAIL ADDRESS: _____

PARTY MAKING PROPOSAL IF OTHER THAN LANDOWNER (please circle all that apply)
REALTOR, ATTORNEY, LANDOWNER'S REPRESENTATIVE OR OTHER.
NAME: _____

COMPANY AND STREET ADDRESS: _____
CITY: _____ STATE: _____ ZIP CODE: _____
PHONE: _____ FAX: _____
EMAIL ADDRESS: _____

PROPOSAL TYPE (check all that may apply):

- | | |
|--|--|
| <input type="checkbox"/> Fee Simple | <input type="checkbox"/> Cooperative Agreement/Lease |
| <input type="checkbox"/> Conservation Easement | <input type="checkbox"/> Trail Easement |
| <input type="checkbox"/> Trade | <input type="checkbox"/> Access Easement |
| <input type="checkbox"/> Testamentary Gift (by direction from your Will) | <input type="checkbox"/> Utility Easement |
| <input type="checkbox"/> Donation or Gift | <input type="checkbox"/> Temporary Easement |
| <input type="checkbox"/> Lease | <input type="checkbox"/> Permanent Easement |
| <input type="checkbox"/> License | |
| <input type="checkbox"/> Other (please state) _____ | |

BRIEF DESCRIPTION OF PROPERTY/PROPOSAL: _____

PROPOSED PURCHASE PRICE: \$ _____

(NOTE: THE COUNTY WILL OBTAIN AN APPRAISAL AND/OR COMPLETE A STAFF MARKET ANALYSIS TO DETERMINE THE VALUE OF THE PROPERTY.)

APPROXIMATE ACREAGE LAND: _____ **WATER:** _____

CURRENT LAND USE: _____

DESCRIPTION OF IMPROVEMENTS/BUILDINGS/ETC.: _____

OUTSTANDING LEASES (please list): _____

(continued on reverse side)

WATER RIGHTS **NAME:** _____

☐ **DITCH/RESERVOIR SHARES OR INCHES:** _____

☐ **WELLS:** _____

☐ **OTHER:** _____

VALUE: \$ _____

ASSESSMENTS: \$ _____

DO YOU OWN MINERALS RIGHTS FOR THIS PROPERTY? _____ **IF YES, IS THE TRANSFER OF THESE RIGHTS PART OF THIS PROPOSAL?** _____

GENERAL LOCATION (cross streets): _____

STREET ADDRESS: _____

ACCESS: _____

(please include a general location map, which could be copied from an area telephone book or Map Quest, for example)

LOCATION:

Quarter Sections	Section	Township	Range	Acres
------------------	---------	----------	-------	-------

CHECK ALL THAT APPLY:

☐ **UNINCORPORATED AREA**

☐ **CITY** **NAME:**

☐ **RECREATION DISTRICT** **NAME:**

CURRENT ZONING: _____

IS THIS PROPERTY, OR ANY PORTION OF IT, CURRENTLY UNDER REVIEW FOR ZONING, REZONING OR PLATTING IN UNINCORPORATED JEFFERSON COUNTY? _____ **IF YES, PLEASE COMPLETE THE FOLLOWING:**

NAME OF JEFFERSON COUNTY REPRESENTATIVE AND AGENCY CONTACTED:

PHONE NUMBER: _____

ADDITIONAL COMMENTS: _____

(NOTE: IN SOME CIRCUMSTANCES THE COUNTY WILL CHARGE AN ADMINISTRATIVE FEE FOR A PROPOSED PROJECT.)

Signature: _____

Date: _____



PROPERTY ANALYSIS

Proposal Name:

Proposal Number:

Open Space Staff Contact:

Proposal submitted by:

Proposal Information

Acquisition Criteria

Natural Resources –

- ☐ a. Critical Biological Resources identified in the Colorado Natural Heritage Program Study
- ☐ b. Habitat for Threatened, Endangered species and species of concern and rare plant communities
- ☐ c. Conservation that creates or sustains continuous wildlife corridors
- ☐ d. Significantly biodiverse areas
- ☐ e. Jeffco Open Space Conservation Study Areas
- ☐ f. Water and mineral rights

Nature-Based Experiences –

- ☐ a. Regional trails that link multiple jurisdictions (e.g., Peaks to Plains Trail)
- ☐ b. Park to Park trails that connect Jeffco Open Space and other public parks (e.g., White Ranch Park to Golden Gate Canyon State Park)
- ☐ c. Additional trails within Jeffco Open Space Parks
- ☐ d. Community and neighborhood access to nature-based experiences, outdoor recreation, open space and parklands
- ☐ e. Other land and water-based opportunities such as climbing, photography, wildlife viewing, fishing, rafting/kayaking, cross country skiing, snowshoeing, ice climbing, sledding, ice skating, etc.

Scenic Resources –

- ☐ a. Front Range Mountain Backdrop/Foreground Preservation Area
- ☐ b. Areas of scenic significant along transportation corridors
- ☐ c. Scenic views to and from Jeffco Open Space Parks
- ☐ d. Special visual qualities, such as rock outcroppings, meadows, ridgelines, peaks, unusual landforms and other geologic features

Historic, Archaeological and Paleontological Resources –

- ☐ a. Historic sites or places that contain elements reflecting the County's cultural richness
- ☐ b. Significant archaeological and paleontological resources

Contiguity & Buffers –

- ☐ a. Connections between Jeffco Open Space and other public and preserved lands
- ☐ b. Contiguity within the Jeffco Open Space system, including in-holdings
- ☐ c. Buffers for wildlife corridors, habitat, plant communities and other uses

Congruence with other Plans –

- ☐ a. Jefferson County Comprehensive Plan or Community Plans
- ☐ b. State, local, city and district plans

Type of Acquisition/Alternatives



**Jefferson County
Open Space**
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STAFF COMMENTS

Proposal Name:
Proposal Number:
Open Space Staff Contact:
Proposal submitted by:

Weed and Pest Management

Real Estate

Trail Services

Outdoor Recreation

Natural Resources

Park Planning

Education Services

Park Services

Visitor Services

Planning & Zoning



Parks and Open Space

5201 St. Vrain Road • Longmont, Colorado 80503
303.678.6200 • Fax: 303.678.6177 • www.bouldercounty.org

Parks and Open Space

BOULDER COUNTY'S CONSERVATION EASEMENT PROCESS (A Description for Landowners)

Boulder County's acceptance of a conservation easement is based on the County's local open space program goals, and may also meet the requirements of Section 170(h) of the Internal Revenue Code of 1986, as amended; however, even if Boulder County accepts a donated conservation easement and agrees in writing to recognize donation value, the County expressly does not guarantee that the transaction has donation value or that the donation will receive tax benefits. Landowners should consult qualified independent professionals to obtain legal, financial and tax advice before concluding that a donation of a conservation easement would be eligible for tax benefits. Boulder County cannot give you legal, financial or tax advice, and the County makes no representations, implied or otherwise, as to the tax treatment a transaction may receive.

Note also that taking a project from inception to closing requires approximately 3-4 months, and sometimes more or slightly less, depending upon how quickly project details come together. This is intended to be only a representation of how deals come together; details vary on a case-by-case basis.

A. Initial Information (takes about 1-3 weeks)

1. Boulder County collects information from the landowner about the property and what the landowner desires for the conservation easement to accomplish.
 - This requires a site visit and several conversations with the landowner.
 - The County asks questions relating to the land itself (acreage, features, uses, etc.), potential restrictions to be placed on the property through the conservation easement (the size, number and type of buildings, whether or not the residential building right will be extinguished, any water rights used on the property, etc.), the landowner's motivation for protecting the property through a conservation easement, and other relevant topics.
2. The County reviews the potential projects with other County staff at the Parks and Open Space Department.
 - County staff review photographs taken during the site visits and the property details gathered from the landowner, as well as public information obtained from other sources, such as whether or not the property constitutes a legal building lot.
 - County staff evaluates the proposed conservation easement for its relevance in meeting County goals for its open space program.
3. The County tells the landowner the results of the initial County staff discussion and whether or not the County is interested in pursuing the conservation easement.
 - If the property has not yet been determined to be a legal building lot, County staff helps the landowner request this evaluation from the County's Land Use Department.
 - If the property is not a legal building lot, any value the landowner has to sell or donate via a conservation easement can be greatly diminished.

4. If the property has any water rights, the landowner provides the County with copies of any water share certificates and documentation of other water rights with the property (such as springs or ponds).
5. If the project involves an anticipated donation for which the landowner desires tax benefits, the landowner must order and pay for a specific kind of appraisal. Pursuant to federal treasury regulations described in USC 26 §170, it is the donor's responsibility to obtain the appraisal.
 - The appraisal must meet state and federal requirements of a "qualified appraisal" (defined at USC 26 §170, particularly §170(f)(11)). The appraiser must have a specific kind of experience valuing conservation easement interests, and the appraisal must be done in accordance with the Uniform Standards of Professional Appraisal Practice. These specialized appraisals can be very expensive, due to all of the requirements the appraiser must meet in being eligible to conduct the appraisal and in completing it under specific guidelines.
 - Appraisals can take months to complete, so the County encourages the landowner to order this as soon as possible.
 - The appraisal must have an effective date (or "date of value") within 60 days prior to the intended closing. For this reason, appraisers may initially prepare appraisals in draft status and complete them within the 60-day window prior to closing.
 - The appraisal needs to be completed prior to closing. In limited situations, the County may agree to accept the conservation easement after seeing a draft of the appraisal and before the appraisal has been finalized and signed by the appraiser.
 - If POS staff is concerned about any content of the appraisal or draft appraisal, including value estimates, POS staff immediately alerts the landowner and the appraiser and works with them to correct the appraisal. If POS has significant concerns about the value estimates contained in the appraisal or draft appraisal, Boulder County will not participate in the transaction.
 - Boulder County must be provided with a copy of the final appraisal for its files.

B. Letter Agreement and Conservation Easement *(takes about 3-4 weeks)*

6. If the County is willing to proceed, the County drafts an agreement for the landowner outlining all of the potential restrictions that would be placed on the property through the conservation easement.
 - This agreement also outlines all of the conditions that would need to be satisfied before the County would accept the conservation easement, e.g., title, environmental hazards, representations and warranties expected from the landowner, etc.
 - This agreement also contains a draft of the conservation easement, showing the landowner the restrictions that the conservation easement would contain.
 - The agreement and conservation easement will be drafts, and if the County Attorney does not review them before they are sent to the landowner, they must be reviewed and revised as required by the County Attorney before the County can sign them.

7. The landowner reviews the draft agreement and draft conservation easement, and the County staff person negotiates additional terms or changes needed.
8. If the landowner and the County agree on the terms of the potential transaction, the landowner signs the agreement and returns it to the County staff person.
 - ***The landowner should seek independent legal, financial and tax advice before signing the agreement, to ensure that the contemplated project meets all of his or her needs. (Boulder County makes no representations, implied or otherwise, as to the tax treatment a transaction may receive.)***

C. County Approval *(takes about 6-8 weeks)*

9. County staff schedules the project for review by the County's Parks and Open Space Advisory Committee (POSAC) and prepares a memo and map outlining the proposed transaction.
 - Note that the County does not have POSAC consider full donation projects (where the County does not pay any purchase price), so those projects skip this step.
 - POSAC meets on the third Thursday of every month at 6:30 p.m. The landowner is invited to attend and may help answer questions (if needed), but County staff does the formal presentation and typically handles any questions.
 - The agenda and staff memos for these meetings are prepared before mid-month, and timing of when a project is scheduled for POSAC is dependent on when the County receives the signed agreement from the landowner. It is possible that a project will have to wait until a following month to be scheduled for POSAC review.
10. Assuming POSAC gives a positive recommendation for the project, County staff schedules the project for consideration by the County Commissioners.
 - This typically occurs 10-14 days after the POSAC meeting.
 - The landowner is invited to attend and may help answer questions (if needed), but County staff does the formal presentation and typically handles any questions.
11. The County Commissioners sign the agreement.
 - The County is not committed to the transaction until this occurs, and even then, its commitment is limited by the terms of the agreement.

D. Due Diligence *(takes about 4-8 weeks; is done in conjunction with the steps in Section C)*

12. If the landowner is anticipating donating the conservation easement or any of its value and has not yet ordered an appraisal, the landowner should order one at this point.
 - If a landowner delays in ordering the appraisal, the appraisers qualified to value a conservation easement transaction may be booked through the end of the year, necessitating a delay to the following calendar year.

13. The County orders a title commitment, and if one cannot be issued using the existing legal description, the landowner may be required to order and pay for an ALTA survey.
 - The landowner will receive a copy of the title commitment, and will be required to help resolve any title issues that are unacceptable to the County. For example, a lack of a legal right of access to the subject property is an issue that can rarely be overcome. (Legal access differs from physical access. If an owner has no legal access to a property, County staff will explain further why it is an issue and will help the landowner understand how the issue might be resolved.)
14. If a survey is not required for title reasons, the County may order a survey at its expense.
15. The County also orders a “Phase I” environmental hazards assessment.
 - The environmental hazards assessment requires another site visit, which will be done by the professional hired by the County to perform the assessment.
 - The landowner will receive a copy of the Phase I report.
16. The County drafts any other documents needed for the transaction, including a management plan for the property, and shares those drafts with the landowner for review and comment.
17. The County also prepares the baseline report, which may require another site visit for additional photographs and property documentation, and shares a draft with the landowner for comment.

E. Closing Preparation *(takes about 2-3 weeks)*

18. Assuming approval by the County Commissioners has occurred, County staff double-checks that all due diligence items have been completed and received, and gives final drafts of all documents, including the baseline report, to the landowner for review.
 - The landowner should give the County a copy of the appraisal or draft appraisal now, if that has not yet been done.
19. County staff schedules the conservation easement and any other documents that need County signature for County Commissioners’ signatures at a regularly scheduled business meeting.
20. County staff, the title company and the landowner work together on final closing details.
 - For example, the title company prepares settlement statements so that Boulder County can order funds for closing.
 - Also, if the grantor of the conservation easement is an entity, the landowner must provide sufficient authority documentation to the title company at closing or in advance.

F. **Closing** *(takes part of 1 day)*

21. Closing occurs and the title company sends the conservation easement and other pertinent original documents for recording.

G. **After Closing** *(takes some time periodically)*

22. The County or title company sends the water share certificates (if any) to the ditch company along with the related transfer documents. Boulder County will procure the new water share certificate(s) and give the original(s) to the landowner after keeping copies for its files.
23. The landowner provides the County with a copy of the final appraisal.
24. The landowner is still obligated to cooperate with the County if any errors or omissions occurred during the transaction that now need correction.
25. County staff has the County Commissioners sign any tax documents related to the transaction, IF the County has agreed in writing that the transaction involved a donation and IF the County finds no substantial issues with the appraised value of the donation.
26. The County begins its responsibility to monitor the property for compliance with the conservation easement.
27. The landowner and the County work together on any issues that arise over time.

I would like to conserve my land, *now what?*

Decoding the Conservation Easement Process :

Landowner and Land Trust Tasks



COLORADO OPEN LANDS
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Part 1: Decision-Making

Initial discussions

- Landowner contacts land trust
- Landowner provides land trust with property information, including: location, acreage, ownership structure, natural resources, and any available maps or title information
- Land trust schedules site visit with landowner to discuss long-term goals as well as current and future land uses; land trust representative collects photos, GPS points of existing infrastructure and/ or planned home sites
- Landowner and land trust each decide whether to move forward

Landowner Considerations

- Conservation goals
 - What are you hoping a conservation easement will achieve?
- Financial goals
 - Do you have specific financial needs or expectations?
- Timing goals
 - Are you prepared for a multi-month process or do you have a deadline?
- Ownership consensus
 - Is everyone at the table comfortable with restricting the property in perpetuity?
- Organizational fit
 - Are you comfortable with this land trust as a long-term partner? (see last page)

Land Trust Considerations

- Consistency with mission
 - Does the landowner's vision fit our goals?
 - Are there sufficient conservation values on the property and will they be adequately protected?
 - Is this project within our Community Conservation Areas or is there a more appropriate land trust?
- Capacity
 - Do we have the time and resources to successfully complete this conservation easement and steward it in perpetuity?
- Best practices
 - Is there a conflict of interest?

I would like to conserve my land, *now what?*

Decoding the Conservation Easement Process :

Landowner and Land Trust Tasks



Part 2: Building the Team

Although a conservation easement is a private transaction between a land trust and landowner, there are other people who are necessary to make it all happen. A conservation easement is, at its core, a mutually agreed upon document that outlines the conservation values of a property and how they are to be protected; however, it is also a real estate transaction and a perpetual legal document. Consequently, a land trust is charged with conducting due diligence in accepting a conservation easement. Here we outline these steps and the various partners who will help with different parts of the process (the “Team”).

The Team

- Appraiser
- Biologist/Baseline preparer
- Geologist/Mineral report preparer (only necessary if severed or leased minerals)
- Attorneys (COL and landowner)
- Tax Attorney/Accountant
- Bank (only necessary if there is a mortgage)
- Title Company

The steps illustrated in the table to the right are a general overview of those necessary in donating a “typical” conservation easement. The process can be complicated by a mortgage on the property, title issues, severed or leased mineral rights, or if funding is sought.

Responsibility for Tasks

	COL
	Landowner
	Both
	Team Member

General Overview of Steps in Conveying a Conservation Easement						
Month 1	Month 2	Month 3	Month 4	Month 5	Month 6	
COL engages attorney						
COL orders and reviews title commitment						
	COL attorney reviews title and property deed					
	COL drafts conservation easement					
	COL determines stewardship endowment					
	Landowner engages the Team					
		COL sends available information to the team				
		Landowner/landowner attorney reviews conservation easement				
			Appraiser visit - appraisal preparation			
			Biologist visit - baseline report preparation			
		COL and landowner review conservation easement draft, address any changes				
			COL attorney reviews conservation easement draft			
			Landowner engages tax credit seller			
				Conservation easement is finalized		
				COL and landowner review appraisal, present conditions report		
					Appraisal and present conditions report finalized	
					Closing is scheduled	
						Conservation easement is recorded by the title company; title company issues insurance policy

I would like to conserve my land, *now what?*

Decoding the Conservation Easement Process :

Landowner and Land Trust Tasks



Part 3: Understanding the Terms

The conservation easement deed is the document for which your future relationship with Colorado Open Lands (COL) will be based. Understanding exactly what the conservation easement says – and most importantly – that it says what you want it to say and means what you intend it to mean, is your most important task as a landowner. Below is a general outline of some of the key components of a conservation easement.

Conservation Purposes (Conservation Values): This section describes in detail one or more of the four categories that the conservation easement must meet. This section specifically describes your property and is based on the findings of the Present Conditions Report (also known as a baseline). It is one of the most important sections of the conservation easement and is the foundation for which the conservation easement terms and restrictions are based.

Purpose and Intent: The “Purpose and Intent” section of the conservation easement defines the mutually agreed upon goal for the preservation of the property. In general, the Purpose of the conservation easement is to preserve and protect the Conservation Values in perpetuity. Subject to the Purpose, the Intent of the conservation easement is to permit all other uses of the property that are not inconsistent with the preservation and protection of the Conservation Values, or that are not expressly prohibited in the conservation easement document.

Rights Retained by Grantor (Reserved Rights): States that the land owner retains the right to perform any act not specifically prohibited or restricted by the conservation easement, including the right to retain the economic viability of the property.

Property Improvements: Describes specific allowed and prohibited improvements on the property, including building envelopes (areas where structures may be constructed), residential and non-residential (e.g. agricultural) structures, general construction limitations and procedures, road construction and paving, fences, utility lines, signs, and water features, etc.

Restricted Practices: Describes other restrictions on the property including subdivision of the property, surface disturbances, commercial and industrial activity, feed lots, public access, trash, hazardous materials, weed control, and miscellaneous uses.

Enforcement: Describes the rights of Colorado Open Lands to prevent and correct violations of the terms of the conservation easement, including the right to enter the property without advance notice, in case of emergency, and to require the land owner to pay for any costs and expenses related to enforcement actions taken by COL.

Important Note: A conservation easement does NOT imply or require public access.

I would like to conserve my land, *now what?*
Decoding the Conservation Easement Process :
Landowner and Land Trust Tasks



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Part 4: Closing and Beyond

Signing your finalized conservation easement and having it recorded may be a very satisfying feeling, but it is only the beginning of your relationship with Colorado Open Lands. In the short term, this includes our follow-up to ensure that you have the necessary documentation for your easement donation.

Colorado Open Lands does not sell tax credits, but there are several tax credit brokers in Colorado and we will work with the group of your choice to make sure that your tax credit is claimed as soon as possible. COL cannot provide legal or tax advice, but we can assist you in drafting tax forms for review by a tax professional.

Your conservation easement may require notification or approval from COL before you exercise a reserved right, such as building a structure. We are also happy to try to answer resource questions or to connect you with agencies or professionals who can assist you with property management issues, such as weeds. In these cases, interaction with Colorado Open Lands is initiated by you, the landowner – our mission is to protect the conservation values identified in the conservation easement, not to try to manage your property.

One consistent interaction that Colorado Open Lands will initiate is an annual monitoring visit. Monitoring each conservation easement is an important responsibility of COL. In fact, it is central to how we ensure proper stewardship of our conservation easements.

We look forward to a long and mutually beneficial relationship!

Colorado Open Lands

355 South Teller Street, Suite 210
Lakewood, CO 80226
(303) 988-2373

COLORADO OPEN LANDS

LANDOWNER APPLICATION FORM

Thank you for contacting Colorado Open Lands (COL) in regards to a conservation easement! We commend you for your interest in preserving the conservation values your property undoubtedly possesses. Colorado Open Lands needs to evaluate both the property and the project itself to determine if we are the best organization for the project. If we believe we are not the most appropriate organization, we will do our best to direct you to another organization that would be better suited to meet your needs and those of the project.

This form is designed to help Colorado Open Lands understand the basics of your property and your goals for the proposed conservation easement. After receiving and reviewing your completed form, we will then schedule a site visit to get to know you and your property, if we think our goals may be aligned. At that time, we will describe the conservation easement process in more detail. After a site visit, our staff will discuss your project, and if we decide to move forward, we will present it to our Board of Directors for official project approval.

Please take the time to carefully read and complete this application to the best of your ability. We understand that you may not have all of the necessary information and we are happy to work with you to complete it. Please know that all of the information you provide will be kept confidential within our organization. We will only share the information with relevant project consultants (such as appraisers, baseline preparers, etc.) if you decide to move forward with a conservation easement. If we determine another organization may be a better fit for the project, we will ask your permission first before sharing any of your information with another conservation easement holder.

Choosing to conserve your property is a significant decision which should be given appropriate thought and consideration. Colorado Open Lands highly recommends that landowners hire independent legal representation and tax professionals to assist with the conservation easement transaction.

Please return the completed application to:

Colorado Open Lands

Attn:

355 South Teller St. #210

Lakewood, Colorado 80226

Alternatively, you are welcome to email the completed application to _____ at
_____[@coloradoopenlands.org](mailto:_____@coloradoopenlands.org)

CONTACT AND OWNERSHIP INFORMATION

Property name (e.g., Smith Ranch, Double Bar E Ranch, Jones property, etc.):

Who is/are the legal owner(s) of the property (who is listed on the ownership deed(s))?

If the property is owned by an entity (LLC, corporation, partnership, etc.), please list all members, partners, shareholders, etc., as well as their ownership percentages:

Name of primary contact:

Phone number of primary contact:

Mailing address of primary contact:

E-Mail address of primary contact (if applicable):

PROPERTY INFORMATION

County:

Town:

If available, please attach the legal description of your property and a map showing the boundaries of the entire property. If you do not have a map, we can provide you a base map on which to draw your property boundary.

Please describe the location of your property (miles from nearest town, county roads, etc.) and/or provide the physical address:

Total property acreage:

Proposed conserved property acreage (if less than entire property):

Are there water rights associated with the property? If so, please list them (including any shares in mutual ditch companies).

Do you own all or part of the mineral rights associated with your property?

Please list the county zoning status for your property:

Are there any deeds of trust or mortgages on your property?

If yes, have you had any conversations with your lender(s) regarding a potential conservation easement?

CONSERVATION VALUES

Is your property used for agriculture? If yes, please describe whether irrigated or dryland, livestock pasture or cropland, etc.):

Please describe any wildlife that you have seen on the property:

Do any rivers, streams, and/or creeks flow through your property? Are there any ponds or wetlands on your property? Please describe:

Is your property visible from any public roads or nearby public land? Please describe:

Are you aware of any nearby land under conservation easement or in public ownership? Please describe:

Does your property contain any historic structures or archeological sites/resources? Please describe:

CURRENT AND HISTORIC USES

How long have you and/or your family owned the property?

Please describe the current uses of the property (e.g. livestock grazing, crop production, recreation, etc.).

Do you lease your property to any individual or group?

Are there any legal or historic access or utility easements across the property? If so, please explain:

Please describe the land use of the properties surrounding your property (e.g. agricultural, residential subdivision, etc.):

Please list any current mineral extraction activity which is currently taking place on the property or on neighboring properties (i.e. gravel, oil, gas, uranium, coal, etc.):

Are there currently any mineral leases on the property (whether with you or a third party mineral owner)? If yes, has a surface use agreement been executed?

Has mineral extraction taken place on the property in the past 3 years? Please describe:

Have you been contacted about leasing your minerals within the past couple years?

Please list any renewable energy development that may be occurring on the property (wind, solar, geothermal, etc.)

How many residential structures exist on the property, including cabins? (If possible, please mark the approximate location of residential structures on the map).

Please list any other buildings or structures that exist on the property? (barns, unattached garages, cell towers, power lines, substations, loafing sheds, hunting blinds, etc.):

PROPERTY PLANS AND PROJECT GOALS

Please tell us a little about your short and long-term goals for the property:

Please describe the reasons you are interested in pursuing a conservation easement on your property:

Are all owners and/or family members aware of and supportive of the decision to potentially encumber the property with a conservation easement?

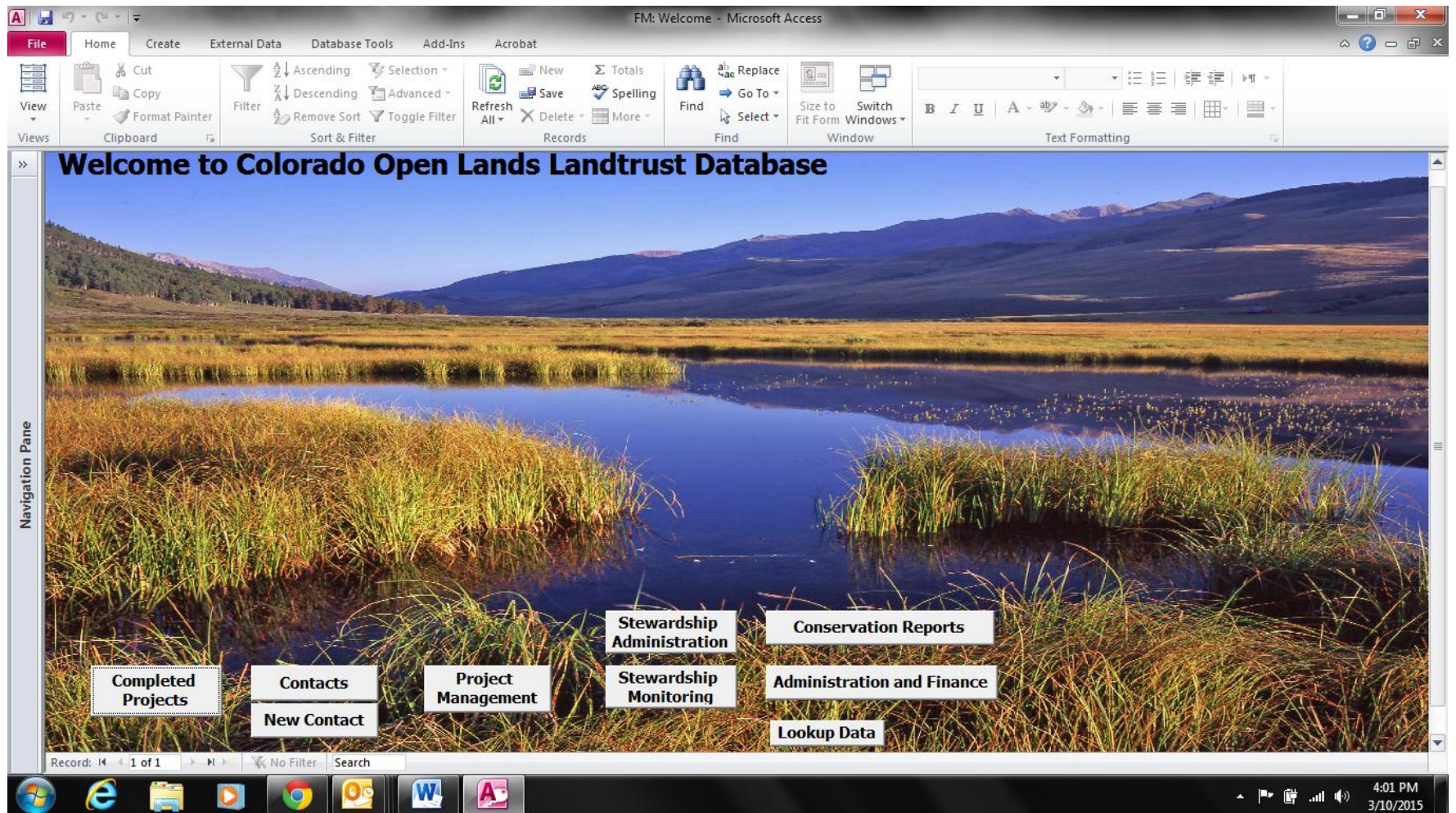
The general policy of COL is to prohibit division of the conservation easement. Is there any reason why you may need the ability to divide the property into two or more parcels which could potentially have separate owners?

Would you like to reserve the right to construct additional residential structure(s) on the property? If so, are you willing to construct these near existing residences/structures or do you want to be able to build in a new area?

Do you plan on constructing any additional major improvements? Please describe:

What is your desired timeline for completing the conservation easement transaction?

Do you have specific financial expectations for a conservation easement transaction?



Project Management - Microsoft Access

File Home Create External Data Database Tools Add-Ins Acrobat

View Paste Cut Copy Filter Ascending Descending Selection Advanced Refresh All Delete More Find Replace Go To Select Size to Fit Form Windows Switch Windows Text Formatting

Property Name Finder: Easement Name Finder: Easement Number Finder:

Property: Bar K Ranch Easement: 526 Bar K Ranch IV

Welcome PREV NEXT Refresh Exit

Property Name: Bar K Ranch Easement Name: Bar K Ranch IV

Type of Easement: Original Easement Conservation Easement Program: Community Conservation Program

Easement Sub-Type: Active Geographic Region: Gunnison Basin

Total CLOSED CE Acres: 294 KIC Project Area: Gunnison Basin

County in which recorded: Gunnison Primary COL project manager: John Peters

2nd County in which recorded: Support COL project manager: Susan Lohr

Is Easement done in phases?: Not Phased

Proj. Mgmt Gen. Contacts Loans Draft Title Appr. PCR Minerals/Water ESA Fees Contracts Grants Mgmt Plan Endow Post Close Audit Bldg

Phase Number: 1 CE Acres: 294 Prev Phase Next Phase Add New Phase

Project Processs Information:

Date of Site Visit: 11/15/2013 Check if Engagement Letter Sent: ☒

Indicate Probability of Success: High Check if Engagement Letter Sent Received: ☐

Anticipated Closing Date: 5/31/2015 Check if Landowner Information Packet Sent: ☐

Project Review Information:

Staff Project Review Date: 2/25/2014 Cons. Com. Review Date: 5/20/2014 Ex. Com. Review Date: 6/10/2014

Staff Project Review Decision: Approved Cons. Com. Review Decision: Approved Ex. Com Review Decision: Approved

Project Fee Information:

Project Fee Amount: \$5,000.00 Phase Status: Active

Date Project Fee was Invoiced:

Date Project Fee was Received:

Project Fee Notes:

Record: 14 1 of 1 Filtered Search

Navigation Pane

4:02 PM 3/10/2015

Project Management - Microsoft Access

File Home Create External Data Database Tools Add-Ins Acrobat

View Paste Cut Copy Filter Ascending Descending Selection Advanced Refresh All Delete More Find Go To Select Replace Size to Fit Form Switch Windows Text Formatting

Property Name Finder: Easement Name Finder: Easement Number Finder:

Property: Bar K Ranch Easement: 526 Bar K Ranch IV

Welcome PREV NEXT Refresh Exit

Property Name:	Bar K Ranch	Easement Name:	Bar K Ranch IV
Type of Easement	Original Easement	Conservation Easement Program	Community Conservation Program
Easement Sub-Type	Active	Geographic Region	Gunnison Basin
Total CLOSED CE Acres	294	KIC Project Area	Gunnison Basin
County in which recorded	Gunnison	Primary COL project manager	John Peters
2nd County in which recorded		Support COL project manager	Susan Lohr
Is Easement done in phases?	Not Phased		

Proj. Mgmt Gen. Contacts Loans Draft Title Appr. PCR Minerals/Water ESA Fees Contracts Grants Mgmt Plan Endow Post Close Audit Bldg

Property Address: Gunnison County, CO

1. Background of the project; 2. Grantor's purpose; 3. Important property history; 4. Issues in the easement donation process that are important to understand; 5. Contiguous easements and how the easement fits into the overall property. This information should be written primarily for future stewardship monitors

The Bar-K Ranch is owned by a family corporation and consists of roughly 1,350 acres of deeded land in Gunnison County. This ownership and other land in Mesa County was amassed by the patriarch of the Spadafora family, Pascoe (an Italian immigrant) who ranched sheep on the property through much of the 20th century. Upon the death of Pascoe Spadafora in the 1960's the Spadafora Ranch was divided and these parcels were inherited by Dorothy (daughter of Pascoe) and Roger (grandson). The purpose of the easement project is to preserve the family heritage and the wildlife habitat associated with the Ranch. The protection of this property is crucial because there is a tremendous amount of Coal Bed Methane development with the surrounding national forest.

Describe the initial project contact

Conservation values (as listed in CE)	Description
Relatively Natural Habitat	Sagebrush, montane shrublands/grasslands, subalpine forests/meadows - habitat for migratory songbirds; Severe winter range for elk; mule deer; adjoins public lands; habitat for bald eagle, ferruginous hawk, American peregrine falcon, etc.
Open Space - Scenic	Adds to scenic character of the eastern reaches of Grand Mesa and local rural landscape; visible to the general public from surrounding public lands and public roads
Open Space - Agriculture	Features important agriculture lands, including rangeland in good and productive condition; livestock grazing

Record: 1 of 1 Filtered Search

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Important 2016 Budget Deadlines

Dates	Description
March 1 – March 31, 2015	Department Liaisons Request Input and Recommendations on Capital Improvement Program (CIP) from Advisory Boards.
March 18 – April 3, 2015	Departments Review Preliminary Budget Amendment and Prepare Narratives as Needed
April 3, 2015	Departments Submit Final Changes and Narratives for Budget Amendment to Finance
TBD – April 3 – April 10	Parks and Rec Staff submits to Joe Five-Year CIP Requests
April 17, 2015	Departments Submit Requests for Five-Year Capital Improvement Program to Finance
May 1 – May 31, 2015	Department Liaisons Request Input and Recommendations on Operating Budget from Advisory Boards
May 5, 2015	Council Considers 2015 Budget Amendment
May 5 – May 15, 2015	City Manager Meets with Departments and Reviews Requests for Five-Year Capital Improvement Program
June 12, 2015	Finance Prepares and Issues Forms to Departments for Operational Budget Requests and Revenue Estimates
July 2, 2015	Departments Submit 2015 and 2016 Revenue Estimates to Finance for all Revenue Assessed or Collected by Department
July 10, 2015	Departments Submit 2016 Operational Budget Requests to Finance
July 13 – July 17, 2015	City Manager Meets with HR and Departments on Merits, Market Adjustments and Audits
August 3 – August 21, 2015	City Manager Reviews Operational Budget Requests and Meets with Departments

Addendum
Open Space Advisory
Board
March 11, 2015

Organizational Chart
March 1, 2015

BOULDER COUNTY PARKS AND OPEN SPACE
Ronald K. Stewart, Director

County Attorney
Conrad Lattes

**Special Projects
Manager**
Tina Nielsen

**Open Space
Partnership Coordinator**
Karen Imbierowicz

Grant Coordinator
Bridgette McCarthy

Communications Specialist
***Vivienne Jannatpour**

Web Specialist
Nik Brockman

**CSU Extension
Director**
Kevin Miller

Accounting Clerk III
Roberta Johnston

Admin Techs
Audra Harders
Amy Lippold
Lisa Wallace

**Agriculture Natural
Resources**
Adrian Card
Sharon Bokan

**Family Consumer
Science**
Ann Zander

Horticulture Agent
Deryn Davidson

**Horticulture
Entomologist &
Master Gardener**
Carol O'Meara

**4H Youth Leader
Development
& Outreach**
Kim Morrison

**4H Youth
Development &
Livestock Agent**
Nicolette Ahrens

**Resource
Management**
Therese Glowacki

Admin Tech
Sukey Williams

Education & Outreach
***Pascalle Fried**
Michelle Bowie
Larry Colbenson
Rachel Gehr
Deborah Price
Craig Sommers

***Sheryl Kippen**
Jim Drew

Forestry & Fire
***Stefan Reinold**
Ashley Garrison
Scott Golden
Wayne Harrington
Daniel Kleist
Nathan McBride
Shane Milne
Zach Price
Nick Stremel

Plant Ecology
***Claire Deleo**
Carrie Cimo
David Hirt
Jennifer Kesler
Carin LeFevre

Weeds Coordinator
***Steve Sauer**

Weed Specialists
Brendan Close
Faulkner Merdes
Kurt Roy

**Senior Wildlife
Specialist**
***Susan Spaulding**

Wildlife Specialists
Dave Hoerath
Robert Kobza
Tim Shafer

**Volunteer
Program Specialist**
Michelle Durant

Real Estate
Janis Whisman

Senior Land Officer
Mel Stonebraker

Land Officer
Sandy Duff

Real Estate Tech
Renata Frye

**Senior Paralegal
Specialists**
Mindy Carson Hatcher
MaryJo Langstraat

Paralegal Specialist
Danielle Levine

**Stewardship
Specialists**
***Emily Greenwood**
Ashley Scruggs

**Resource
Protection**
***Bevin Carithers**
Jeff Hiebert
Erin Hartnett
Jason Vroman
Chris White

Betasso Caretaker
Graham Fowler
Caribou Caretaker
Sarah Andrews
Hall Caretaker
Denny Morris
Heil Caretaker
Kevin Grady
Walker Caretaker
Amanda Hatfield

Parks SO Deputies
***Kevin Parker**
Cathy Bryarly
Sue Cullen
Rik Henrikson
Steve Whitener

Administration
Cat Trujillo

**Administrative
Specialist**
Renee Edick

**Administrative
Payroll Coordinator**
Anne Holmes

**Administrative
Ag Lease Coordinator**
Erik Welch

**Property Manager /
Contract Tech**
Keith Zittle

Accounting Clerk III
***DeAnna Cassidy**

Accounting Clerk II
Allison Walsh

**Agricultural
Resources**
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Admin Tech
Barbara Brooks

Resource Specialists
Chase Dryden
Meaghan Huffman
Phill Leffler

Outreach Specialist
Jennifer Kemp

**Senior Resource
Specialist**
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Resource Tech
Stephan Kirk
Amy Schwartz

Project Coordinator
***Jim Michal**

Resource Specialist
Jason Sauer

Ag Tech
Levi Priest

Senior Water Specialist
***Karen Martinez**

Water Specialist
Douglas Dunn

Water Engineer
Doug Laiho

Resource Tech
Philip Mellot

Resource Planning
Jeff Moline

**Historic Preservation
Specialist**
Carol Beam

Planners
Justin Atherton-Wood
Jesse Rounds
Ernst Strenge
Ron West

Business Analyst
***Carrie Inoshita**

**GIS and Application
Technician**
Simone Baring-Gould

Senior GIS Specialist
***Kristi VanDenBosch**

GIS Specialist
Meredith Dutlinger

GIS Tech
Erik Hinkley

**Recreation and
Facilities**
Al Hardy

Shop Foreman
Joe Thiltgen

**Building and Historic
Preservation**
***Don Burd**
**Tom Popadak

Techs
Brian Bartel
Brian Bertin
Mike Lohr
Will Towle
Alex Turner

Grounds
***Jeff Cox**
**Chase Stewart

Techs
Darrin Cole
Radford DuBois
Jeff Shaw

Arborist
Cathy Thiltgen

EAB Coordinator
Brett Stadsfold

Trails
***Andy Tyler**
**Jim Webster
**Chris Trujillo

Techs
Rory Fennell
Ben Noon
Mike Rutter
Tristan Stone

Volunteer Coordinator
Fletcher Jacobs

**Youth Corps
Program Manager**
Judy Wolfe

Field Coordinator
Amanda Goldstein

Fairgrounds Manager
***Joe LaFollette**
**Keith Parninello

Scheduling Coordinator
Rebecca Harp

Techs
Joe Anzaldo
Ryan Behrendt
Randy Noterman
Cody Nutter
Mike Wheeler

**Project Management
& Design**
***Sean Reynolds**

Project Coordinators
Prashant KC
Barry Shook
Brent Wheeler
Tim Zych

Landscape Architects
Dan McCormick
Mary Olson
Stan Snyder

Sign Specialist
Mary Rolf

***INDICATES SUPERVISORS**
****INDICATES FOREMAN**



Acres of Boulder County Parks and Open Space January 2015

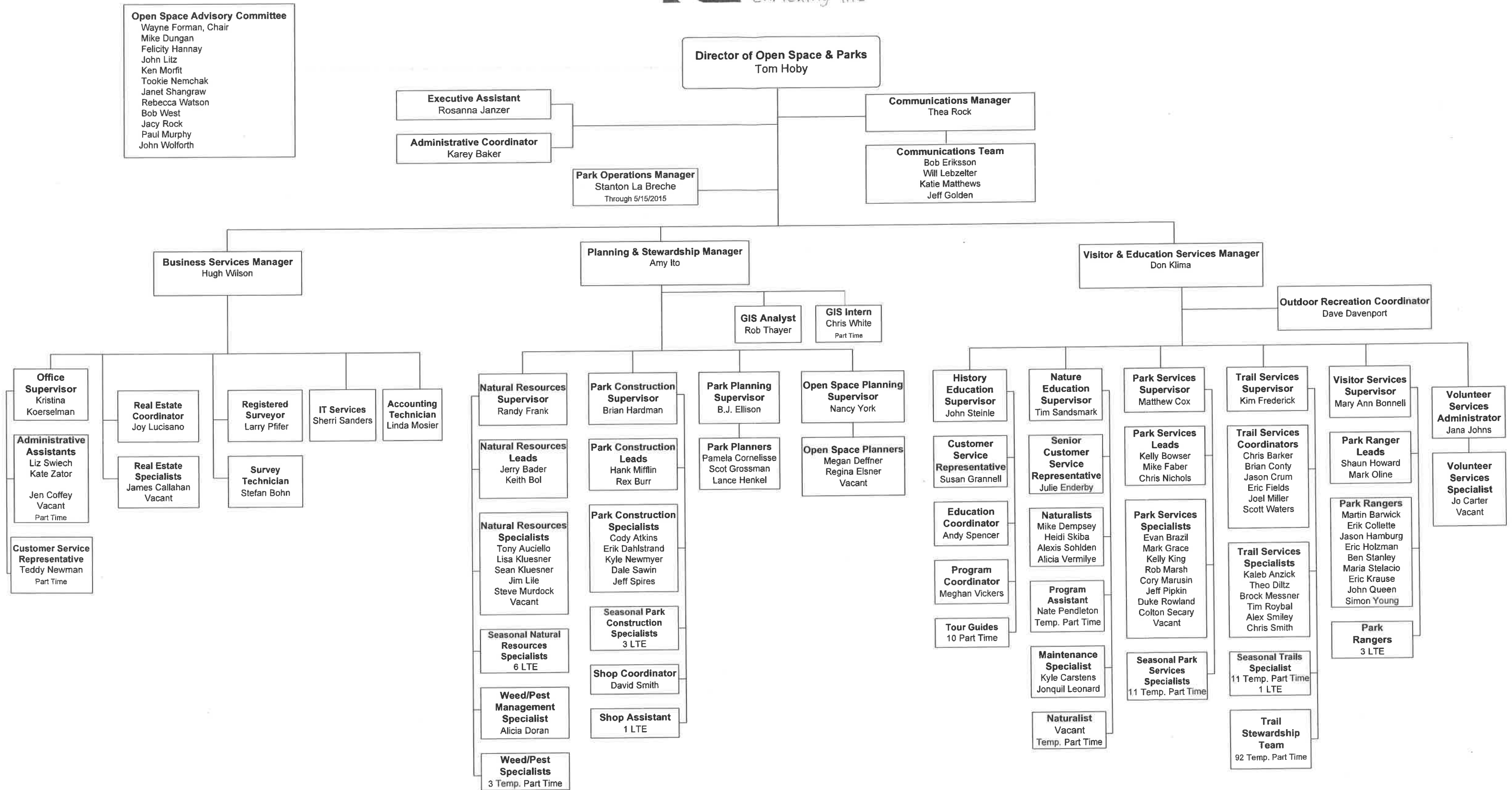
Summary

Total Acres Protected by County	Acres
County Open Space (publicly owned land)	61,287
County Leased Properties (from State Land Board)	+ 692
County Easements (trail, access, other)	50
Subtotal:	62,029
County Conservation Easements (privately owned land)	+ 40,637
Total:	102,666

Details

Publicly Owned and/or Leased Land, and Miscellaneous Easements	Total:	62,092
Open for Public Use¹ (58.6%)		36,334
Closed to Public Use (33.7% Agricultural Lease, 7.8% Other)		25,695
<i>Closure reason:</i>		
Agriculture (under lease to local farmers)		20,879
Contract Requirement (closure was a seller's condition)		782
Evaluation in progress for Potential Public Use		1,266
Open Space Option Parcels (private land to be acquired by County)		866
Public Safety		912
Wildlife/Vegetation		990
Private Land (Protected, but Closed to Public Use)	Total:	40,637
Conservation Easements		40,556
Conservation Easement Option Parcels		81

¹ Some properties have public use restrictions, e.g., area closures for sensitive wildlife/vegetation habitat (11,020) and 'stay on trail' requirements to avoid impacting adjacent agricultural activities (4,348 acres).



Colorado Open Lands

355 South Teller Street, Suite 210, Lakewood CO 80226
www.ColoradoOpenLands.org 303.988.2373

Structure: 501(c)3 organization founded in 1981

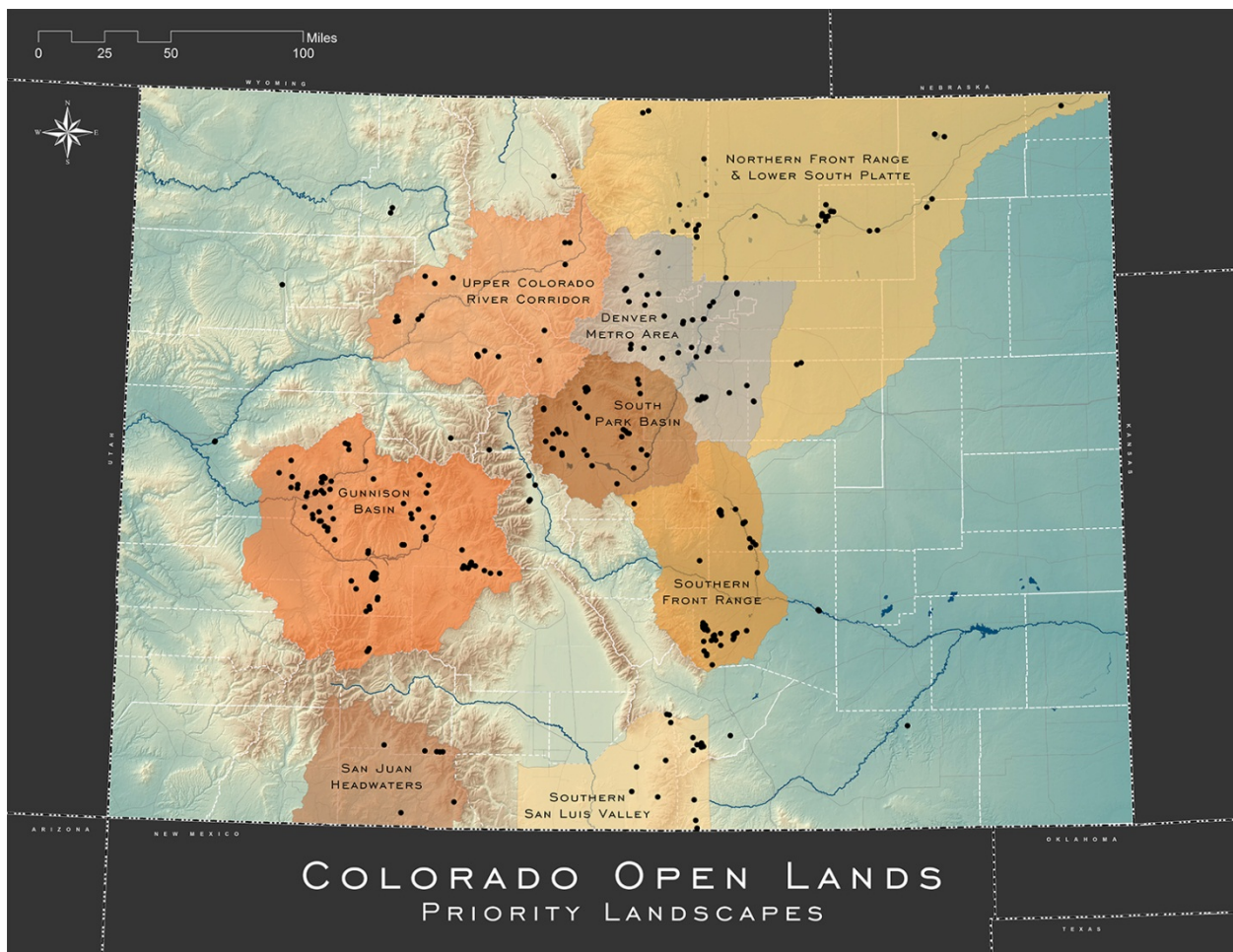
Mission: to preserve the significant open lands and natural heritage of Colorado through private and public partnerships, innovative land conservation techniques and strategic leadership

Acreage: COL holds 295 conservation easements on 264,673 acres in 40 counties.

COL has assisted other organizations in the protection of an additional 150,000 acres.

Governance and staffing: governed by a Board of Directors (26) and maintains a staff of twelve (4 FTE equivalent dedicated to conservation easement acquisition)

COL focuses its work in eight priority landscapes.





Jefferson County
Open Space
enriching life

PROPOSAL FORM

Please complete this form to the best of your ability and/or knowledge and return to Jefferson County Open Space

OS Number: _____	FOR OPEN SPACE OFFICE USE ONLY-
Date received: _____	TO COMPLETE UPON RECEIPT
Name of Project: _____	

LANDOWNER NAME: _____
STREET ADDRESS: _____
CITY: _____ STATE: _____ ZIP CODE: _____
PHONE: _____ FAX: _____
EMAIL ADDRESS: _____

PARTY MAKING PROPOSAL IF OTHER THAN LANDOWNER (please circle all that apply)
REALTOR, ATTORNEY, LANDOWNER'S REPRESENTATIVE OR OTHER.
NAME: _____

COMPANY AND STREET ADDRESS: _____
CITY: _____ STATE: _____ ZIP CODE: _____
PHONE: _____ FAX: _____
EMAIL ADDRESS: _____

PROPOSAL TYPE (check all that may apply):

- | | |
|--|--|
| <input type="checkbox"/> Fee Simple | <input type="checkbox"/> Cooperative Agreement/Lease |
| <input type="checkbox"/> Conservation Easement | <input type="checkbox"/> Trail Easement |
| <input type="checkbox"/> Trade | <input type="checkbox"/> Access Easement |
| <input type="checkbox"/> Testamentary Gift (by direction from your Will) | <input type="checkbox"/> Utility Easement |
| <input type="checkbox"/> Donation or Gift | <input type="checkbox"/> Temporary Easement |
| <input type="checkbox"/> Lease | <input type="checkbox"/> Permanent Easement |
| <input type="checkbox"/> License | |
| <input type="checkbox"/> Other (please state) _____ | |

BRIEF DESCRIPTION OF PROPERTY/PROPOSAL: _____

PROPOSED PURCHASE PRICE: \$ _____

(NOTE: THE COUNTY WILL OBTAIN AN APPRAISAL AND/OR COMPLETE A STAFF MARKET ANALYSIS TO DETERMINE THE VALUE OF THE PROPERTY.)

APPROXIMATE ACREAGE LAND: _____ WATER: _____

CURRENT LAND USE: _____

DESCRIPTION OF IMPROVEMENTS/BUILDINGS/ETC.: _____

OUTSTANDING LEASES (please list): _____

(continued on reverse side)

WATER RIGHTS **NAME:** _____

☐ **DITCH/RESERVOIR SHARES OR INCHES:** _____

☐ **WELLS:** _____

☐ **OTHER:** _____

VALUE: \$ _____

ASSESSMENTS: \$ _____

DO YOU OWN MINERALS RIGHTS FOR THIS PROPERTY? _____ **IF YES, IS THE TRANSFER OF THESE RIGHTS PART OF THIS PROPOSAL?** _____

GENERAL LOCATION (cross streets): _____

STREET ADDRESS: _____

ACCESS: _____

(please include a general location map, which could be copied from an area telephone book or Map Quest, for example)

LOCATION:

Quarter Sections	Section	Township	Range	Acres
------------------	---------	----------	-------	-------

CHECK ALL THAT APPLY:

☐ **UNINCORPORATED AREA**

☐ **CITY** **NAME:**

☐ **RECREATION DISTRICT** **NAME:**

CURRENT ZONING: _____

IS THIS PROPERTY, OR ANY PORTION OF IT, CURRENTLY UNDER REVIEW FOR ZONING, REZONING OR PLATTING IN UNINCORPORATED JEFFERSON COUNTY? _____ **IF YES, PLEASE COMPLETE THE FOLLOWING:**

NAME OF JEFFERSON COUNTY REPRESENTATIVE AND AGENCY CONTACTED:

PHONE NUMBER: _____

ADDITIONAL COMMENTS: _____

(NOTE: IN SOME CIRCUMSTANCES THE COUNTY WILL CHARGE AN ADMINISTRATIVE FEE FOR A PROPOSED PROJECT.)

Signature: _____

Date: _____



PROPERTY ANALYSIS

Proposal Name:

Proposal Number:

Open Space Staff Contact:

Proposal submitted by:

Proposal Information

Acquisition Criteria

Natural Resources –

- ☐ a. Critical Biological Resources identified in the Colorado Natural Heritage Program Study
- ☐ b. Habitat for Threatened, Endangered species and species of concern and rare plant communities
- ☐ c. Conservation that creates or sustains continuous wildlife corridors
- ☐ d. Significantly biodiverse areas
- ☐ e. Jeffco Open Space Conservation Study Areas
- ☐ f. Water and mineral rights

Nature-Based Experiences –

- ☐ a. Regional trails that link multiple jurisdictions (e.g., Peaks to Plains Trail)
- ☐ b. Park to Park trails that connect Jeffco Open Space and other public parks (e.g., White Ranch Park to Golden Gate Canyon State Park)
- ☐ c. Additional trails within Jeffco Open Space Parks
- ☐ d. Community and neighborhood access to nature-based experiences, outdoor recreation, open space and parklands
- ☐ e. Other land and water-based opportunities such as climbing, photography, wildlife viewing, fishing, rafting/kayaking, cross country skiing, snowshoeing, ice climbing, sledding, ice skating, etc.

Scenic Resources –

- ☐ a. Front Range Mountain Backdrop/Foreground Preservation Area
- ☐ b. Areas of scenic significant along transportation corridors
- ☐ c. Scenic views to and from Jeffco Open Space Parks
- ☐ d. Special visual qualities, such as rock outcroppings, meadows, ridgelines, peaks, unusual landforms and other geologic features

Historic, Archaeological and Paleontological Resources –

- ☐ a. Historic sites or places that contain elements reflecting the County's cultural richness
- ☐ b. Significant archaeological and paleontological resources

Contiguity & Buffers –

- ☐ a. Connections between Jeffco Open Space and other public and preserved lands
- ☐ b. Contiguity within the Jeffco Open Space system, including in-holdings
- ☐ c. Buffers for wildlife corridors, habitat, plant communities and other uses

Congruence with other Plans –

- ☐ a. Jefferson County Comprehensive Plan or Community Plans
- ☐ b. State, local, city and district plans

Type of Acquisition/Alternatives



**Jefferson County
Open Space**
enriching life

STAFF COMMENTS

Proposal Name:
Proposal Number:
Open Space Staff Contact:
Proposal submitted by:

Weed and Pest Management

Real Estate

Trail Services

Outdoor Recreation

Natural Resources

Park Planning

Education Services

Park Services

Visitor Services

Planning & Zoning



Parks and Open Space

5201 St. Vrain Road • Longmont, Colorado 80503
303.678.6200 • Fax: 303.678.6177 • www.bouldercounty.org

Parks and Open Space

BOULDER COUNTY'S CONSERVATION EASEMENT PROCESS (A Description for Landowners)

Boulder County's acceptance of a conservation easement is based on the County's local open space program goals, and may also meet the requirements of Section 170(h) of the Internal Revenue Code of 1986, as amended; however, even if Boulder County accepts a donated conservation easement and agrees in writing to recognize donation value, the County expressly does not guarantee that the transaction has donation value or that the donation will receive tax benefits. Landowners should consult qualified independent professionals to obtain legal, financial and tax advice before concluding that a donation of a conservation easement would be eligible for tax benefits. Boulder County cannot give you legal, financial or tax advice, and the County makes no representations, implied or otherwise, as to the tax treatment a transaction may receive.

Note also that taking a project from inception to closing requires approximately 3-4 months, and sometimes more or slightly less, depending upon how quickly project details come together. This is intended to be only a representation of how deals come together; details vary on a case-by-case basis.

A. Initial Information (takes about 1-3 weeks)

1. Boulder County collects information from the landowner about the property and what the landowner desires for the conservation easement to accomplish.
 - This requires a site visit and several conversations with the landowner.
 - The County asks questions relating to the land itself (acreage, features, uses, etc.), potential restrictions to be placed on the property through the conservation easement (the size, number and type of buildings, whether or not the residential building right will be extinguished, any water rights used on the property, etc.), the landowner's motivation for protecting the property through a conservation easement, and other relevant topics.
2. The County reviews the potential projects with other County staff at the Parks and Open Space Department.
 - County staff review photographs taken during the site visits and the property details gathered from the landowner, as well as public information obtained from other sources, such as whether or not the property constitutes a legal building lot.
 - County staff evaluates the proposed conservation easement for its relevance in meeting County goals for its open space program.
3. The County tells the landowner the results of the initial County staff discussion and whether or not the County is interested in pursuing the conservation easement.
 - If the property has not yet been determined to be a legal building lot, County staff helps the landowner request this evaluation from the County's Land Use Department.
 - If the property is not a legal building lot, any value the landowner has to sell or donate via a conservation easement can be greatly diminished.

4. If the property has any water rights, the landowner provides the County with copies of any water share certificates and documentation of other water rights with the property (such as springs or ponds).
5. If the project involves an anticipated donation for which the landowner desires tax benefits, the landowner must order and pay for a specific kind of appraisal. Pursuant to federal treasury regulations described in USC 26 §170, it is the donor's responsibility to obtain the appraisal.
 - The appraisal must meet state and federal requirements of a "qualified appraisal" (defined at USC 26 §170, particularly §170(f)(11)). The appraiser must have a specific kind of experience valuing conservation easement interests, and the appraisal must be done in accordance with the Uniform Standards of Professional Appraisal Practice. These specialized appraisals can be very expensive, due to all of the requirements the appraiser must meet in being eligible to conduct the appraisal and in completing it under specific guidelines.
 - Appraisals can take months to complete, so the County encourages the landowner to order this as soon as possible.
 - The appraisal must have an effective date (or "date of value") within 60 days prior to the intended closing. For this reason, appraisers may initially prepare appraisals in draft status and complete them within the 60-day window prior to closing.
 - The appraisal needs to be completed prior to closing. In limited situations, the County may agree to accept the conservation easement after seeing a draft of the appraisal and before the appraisal has been finalized and signed by the appraiser.
 - If POS staff is concerned about any content of the appraisal or draft appraisal, including value estimates, POS staff immediately alerts the landowner and the appraiser and works with them to correct the appraisal. If POS has significant concerns about the value estimates contained in the appraisal or draft appraisal, Boulder County will not participate in the transaction.
 - Boulder County must be provided with a copy of the final appraisal for its files.

B. Letter Agreement and Conservation Easement *(takes about 3-4 weeks)*

6. If the County is willing to proceed, the County drafts an agreement for the landowner outlining all of the potential restrictions that would be placed on the property through the conservation easement.
 - This agreement also outlines all of the conditions that would need to be satisfied before the County would accept the conservation easement, e.g., title, environmental hazards, representations and warranties expected from the landowner, etc.
 - This agreement also contains a draft of the conservation easement, showing the landowner the restrictions that the conservation easement would contain.
 - The agreement and conservation easement will be drafts, and if the County Attorney does not review them before they are sent to the landowner, they must be reviewed and revised as required by the County Attorney before the County can sign them.

7. The landowner reviews the draft agreement and draft conservation easement, and the County staff person negotiates additional terms or changes needed.
8. If the landowner and the County agree on the terms of the potential transaction, the landowner signs the agreement and returns it to the County staff person.
 - ***The landowner should seek independent legal, financial and tax advice before signing the agreement, to ensure that the contemplated project meets all of his or her needs. (Boulder County makes no representations, implied or otherwise, as to the tax treatment a transaction may receive.)***

C. County Approval *(takes about 6-8 weeks)*

9. County staff schedules the project for review by the County's Parks and Open Space Advisory Committee (POSAC) and prepares a memo and map outlining the proposed transaction.
 - Note that the County does not have POSAC consider full donation projects (where the County does not pay any purchase price), so those projects skip this step.
 - POSAC meets on the third Thursday of every month at 6:30 p.m. The landowner is invited to attend and may help answer questions (if needed), but County staff does the formal presentation and typically handles any questions.
 - The agenda and staff memos for these meetings are prepared before mid-month, and timing of when a project is scheduled for POSAC is dependent on when the County receives the signed agreement from the landowner. It is possible that a project will have to wait until a following month to be scheduled for POSAC review.
10. Assuming POSAC gives a positive recommendation for the project, County staff schedules the project for consideration by the County Commissioners.
 - This typically occurs 10-14 days after the POSAC meeting.
 - The landowner is invited to attend and may help answer questions (if needed), but County staff does the formal presentation and typically handles any questions.
11. The County Commissioners sign the agreement.
 - The County is not committed to the transaction until this occurs, and even then, its commitment is limited by the terms of the agreement.

D. Due Diligence *(takes about 4-8 weeks; is done in conjunction with the steps in Section C)*

12. If the landowner is anticipating donating the conservation easement or any of its value and has not yet ordered an appraisal, the landowner should order one at this point.
 - If a landowner delays in ordering the appraisal, the appraisers qualified to value a conservation easement transaction may be booked through the end of the year, necessitating a delay to the following calendar year.

13. The County orders a title commitment, and if one cannot be issued using the existing legal description, the landowner may be required to order and pay for an ALTA survey.
 - The landowner will receive a copy of the title commitment, and will be required to help resolve any title issues that are unacceptable to the County. For example, a lack of a legal right of access to the subject property is an issue that can rarely be overcome. (Legal access differs from physical access. If an owner has no legal access to a property, County staff will explain further why it is an issue and will help the landowner understand how the issue might be resolved.)
14. If a survey is not required for title reasons, the County may order a survey at its expense.
15. The County also orders a “Phase I” environmental hazards assessment.
 - The environmental hazards assessment requires another site visit, which will be done by the professional hired by the County to perform the assessment.
 - The landowner will receive a copy of the Phase I report.
16. The County drafts any other documents needed for the transaction, including a management plan for the property, and shares those drafts with the landowner for review and comment.
17. The County also prepares the baseline report, which may require another site visit for additional photographs and property documentation, and shares a draft with the landowner for comment.

E. Closing Preparation *(takes about 2-3 weeks)*

18. Assuming approval by the County Commissioners has occurred, County staff double-checks that all due diligence items have been completed and received, and gives final drafts of all documents, including the baseline report, to the landowner for review.
 - The landowner should give the County a copy of the appraisal or draft appraisal now, if that has not yet been done.
19. County staff schedules the conservation easement and any other documents that need County signature for County Commissioners’ signatures at a regularly scheduled business meeting.
20. County staff, the title company and the landowner work together on final closing details.
 - For example, the title company prepares settlement statements so that Boulder County can order funds for closing.
 - Also, if the grantor of the conservation easement is an entity, the landowner must provide sufficient authority documentation to the title company at closing or in advance.

F. **Closing** *(takes part of 1 day)*

21. Closing occurs and the title company sends the conservation easement and other pertinent original documents for recording.

G. **After Closing** *(takes some time periodically)*

22. The County or title company sends the water share certificates (if any) to the ditch company along with the related transfer documents. Boulder County will procure the new water share certificate(s) and give the original(s) to the landowner after keeping copies for its files.
23. The landowner provides the County with a copy of the final appraisal.
24. The landowner is still obligated to cooperate with the County if any errors or omissions occurred during the transaction that now need correction.
25. County staff has the County Commissioners sign any tax documents related to the transaction, IF the County has agreed in writing that the transaction involved a donation and IF the County finds no substantial issues with the appraised value of the donation.
26. The County begins its responsibility to monitor the property for compliance with the conservation easement.
27. The landowner and the County work together on any issues that arise over time.

I would like to conserve my land, *now what?*

Decoding the Conservation Easement Process :

Landowner and Land Trust Tasks



COLORADO OPEN LANDS
OUR LAND · OUR WATER · OUR FUTURE



Part 1: Decision-Making

Initial discussions

- Landowner contacts land trust
- Landowner provides land trust with property information, including: location, acreage, ownership structure, natural resources, and any available maps or title information
- Land trust schedules site visit with landowner to discuss long-term goals as well as current and future land uses; land trust representative collects photos, GPS points of existing infrastructure and/ or planned home sites
- Landowner and land trust each decide whether to move forward

Landowner Considerations

- Conservation goals
 - What are you hoping a conservation easement will achieve?
- Financial goals
 - Do you have specific financial needs or expectations?
- Timing goals
 - Are you prepared for a multi-month process or do you have a deadline?
- Ownership consensus
 - Is everyone at the table comfortable with restricting the property in perpetuity?
- Organizational fit
 - Are you comfortable with this land trust as a long-term partner? (see last page)

Land Trust Considerations

- Consistency with mission
 - Does the landowner's vision fit our goals?
 - Are there sufficient conservation values on the property and will they be adequately protected?
 - Is this project within our Community Conservation Areas or is there a more appropriate land trust?
- Capacity
 - Do we have the time and resources to successfully complete this conservation easement and steward it in perpetuity?
- Best practices
 - Is there a conflict of interest?

I would like to conserve my land, *now what?*

Decoding the Conservation Easement Process :

Landowner and Land Trust Tasks



Part 2: Building the Team

Although a conservation easement is a private transaction between a land trust and landowner, there are other people who are necessary to make it all happen. A conservation easement is, at its core, a mutually agreed upon document that outlines the conservation values of a property and how they are to be protected; however, it is also a real estate transaction and a perpetual legal document. Consequently, a land trust is charged with conducting due diligence in accepting a conservation easement. Here we outline these steps and the various partners who will help with different parts of the process (the “Team”).

The Team

- Appraiser
- Biologist/Baseline preparer
- Geologist/Mineral report preparer (only necessary if severed or leased minerals)
- Attorneys (COL and landowner)
- Tax Attorney/Accountant
- Bank (only necessary if there is a mortgage)
- Title Company

The steps illustrated in the table to the right are a general overview of those necessary in donating a “typical” conservation easement. The process can be complicated by a mortgage on the property, title issues, severed or leased mineral rights, or if funding is sought.

Responsibility for Tasks

	COL
	Landowner
	Both
	Team Member

General Overview of Steps in Conveying a Conservation Easement					
Month 1	Month 2	Month 3	Month 4	Month 5	Month 6
COL engages attorney					
COL orders and reviews title commitment					
COL attorney reviews title and property deed					
COL drafts conservation easement					
COL determines stewardship endowment					
Landowner engages the Team					
	COL sends available information to the team				
	Landowner/landowner attorney reviews conservation easement				
	Appraiser visit - appraisal preparation				
	Biologist visit - baseline report preparation				
	COL and landowner review conservation easement draft, address any changes				
	COL attorney reviews conservation easement draft				
	Landowner engages tax credit seller				
	Conservation easement is finalized				
	COL and landowner review appraisal, present conditions report				
	Appraisal and present conditions report finalized				
	Closing is scheduled				
	Conservation easement is recorded by the title company; title company issues insurance policy				

I would like to conserve my land, *now what?*

Decoding the Conservation Easement Process :

Landowner and Land Trust Tasks



Part 3: Understanding the Terms

The conservation easement deed is the document for which your future relationship with Colorado Open Lands (COL) will be based. Understanding exactly what the conservation easement says – and most importantly – that it says what you want it to say and means what you intend it to mean, is your most important task as a landowner. Below is a general outline of some of the key components of a conservation easement.

Conservation Purposes (Conservation Values): This section describes in detail one or more of the four categories that the conservation easement must meet. This section specifically describes your property and is based on the findings of the Present Conditions Report (also known as a baseline). It is one of the most important sections of the conservation easement and is the foundation for which the conservation easement terms and restrictions are based.

Purpose and Intent: The “Purpose and Intent” section of the conservation easement defines the mutually agreed upon goal for the preservation of the property. In general, the Purpose of the conservation easement is to preserve and protect the Conservation Values in perpetuity. Subject to the Purpose, the Intent of the conservation easement is to permit all other uses of the property that are not inconsistent with the preservation and protection of the Conservation Values, or that are not expressly prohibited in the conservation easement document.

Rights Retained by Grantor (Reserved Rights): States that the land owner retains the right to perform any act not specifically prohibited or restricted by the conservation easement, including the right to retain the economic viability of the property.

Property Improvements: Describes specific allowed and prohibited improvements on the property, including building envelopes (areas where structures may be constructed), residential and non-residential (e.g. agricultural) structures, general construction limitations and procedures, road construction and paving, fences, utility lines, signs, and water features, etc.

Restricted Practices: Describes other restrictions on the property including subdivision of the property, surface disturbances, commercial and industrial activity, feed lots, public access, trash, hazardous materials, weed control, and miscellaneous uses.

Enforcement: Describes the rights of Colorado Open Lands to prevent and correct violations of the terms of the conservation easement, including the right to enter the property without advance notice, in case of emergency, and to require the land owner to pay for any costs and expenses related to enforcement actions taken by COL.

Important Note: A conservation easement does NOT imply or require public access.

I would like to conserve my land, *now what?*
Decoding the Conservation Easement Process :
Landowner and Land Trust Tasks



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Part 4: Closing and Beyond

Signing your finalized conservation easement and having it recorded may be a very satisfying feeling, but it is only the beginning of your relationship with Colorado Open Lands. In the short term, this includes our follow-up to ensure that you have the necessary documentation for your easement donation.

Colorado Open Lands does not sell tax credits, but there are several tax credit brokers in Colorado and we will work with the group of your choice to make sure that your tax credit is claimed as soon as possible. COL cannot provide legal or tax advice, but we can assist you in drafting tax forms for review by a tax professional.

Your conservation easement may require notification or approval from COL before you exercise a reserved right, such as building a structure. We are also happy to try to answer resource questions or to connect you with agencies or professionals who can assist you with property management issues, such as weeds. In these cases, interaction with Colorado Open Lands is initiated by you, the landowner – our mission is to protect the conservation values identified in the conservation easement, not to try to manage your property.

One consistent interaction that Colorado Open Lands will initiate is an annual monitoring visit. Monitoring each conservation easement is an important responsibility of COL. In fact, it is central to how we ensure proper stewardship of our conservation easements.

We look forward to a long and mutually beneficial relationship!

Colorado Open Lands

355 South Teller Street, Suite 210
Lakewood, CO 80226
(303) 988-2373

COLORADO OPEN LANDS

LANDOWNER APPLICATION FORM

Thank you for contacting Colorado Open Lands (COL) in regards to a conservation easement! We commend you for your interest in preserving the conservation values your property undoubtedly possesses. Colorado Open Lands needs to evaluate both the property and the project itself to determine if we are the best organization for the project. If we believe we are not the most appropriate organization, we will do our best to direct you to another organization that would be better suited to meet your needs and those of the project.

This form is designed to help Colorado Open Lands understand the basics of your property and your goals for the proposed conservation easement. After receiving and reviewing your completed form, we will then schedule a site visit to get to know you and your property, if we think our goals may be aligned. At that time, we will describe the conservation easement process in more detail. After a site visit, our staff will discuss your project, and if we decide to move forward, we will present it to our Board of Directors for official project approval.

Please take the time to carefully read and complete this application to the best of your ability. We understand that you may not have all of the necessary information and we are happy to work with you to complete it. Please know that all of the information you provide will be kept confidential within our organization. We will only share the information with relevant project consultants (such as appraisers, baseline preparers, etc.) if you decide to move forward with a conservation easement. If we determine another organization may be a better fit for the project, we will ask your permission first before sharing any of your information with another conservation easement holder.

Choosing to conserve your property is a significant decision which should be given appropriate thought and consideration. Colorado Open Lands highly recommends that landowners hire independent legal representation and tax professionals to assist with the conservation easement transaction.

Please return the completed application to:

Colorado Open Lands

Attn:

355 South Teller St. #210

Lakewood, Colorado 80226

Alternatively, you are welcome to email the completed application to _____ at
_____[@coloradoopenlands.org](mailto:coloradoopenlands.org)

CONTACT AND OWNERSHIP INFORMATION

Property name (e.g., Smith Ranch, Double Bar E Ranch, Jones property, etc.):

Who is/are the legal owner(s) of the property (who is listed on the ownership deed(s))?

If the property is owned by an entity (LLC, corporation, partnership, etc.), please list all members, partners, shareholders, etc., as well as their ownership percentages:

Name of primary contact:

Phone number of primary contact:

Mailing address of primary contact:

E-Mail address of primary contact (if applicable):

PROPERTY INFORMATION

County:

Town:

If available, please attach the legal description of your property and a map showing the boundaries of the entire property. If you do not have a map, we can provide you a base map on which to draw your property boundary.

Please describe the location of your property (miles from nearest town, county roads, etc.) and/or provide the physical address:

Total property acreage:

Proposed conserved property acreage (if less than entire property):

Are there water rights associated with the property? If so, please list them (including any shares in mutual ditch companies).

Do you own all or part of the mineral rights associated with your property?

Please list the county zoning status for your property:

Are there any deeds of trust or mortgages on your property?

If yes, have you had any conversations with your lender(s) regarding a potential conservation easement?

CONSERVATION VALUES

Is your property used for agriculture? If yes, please describe whether irrigated or dryland, livestock pasture or cropland, etc.):

Please describe any wildlife that you have seen on the property:

Do any rivers, streams, and/or creeks flow through your property? Are there any ponds or wetlands on your property? Please describe:

Is your property visible from any public roads or nearby public land? Please describe:

Are you aware of any nearby land under conservation easement or in public ownership? Please describe:

Does your property contain any historic structures or archeological sites/resources? Please describe:

CURRENT AND HISTORIC USES

How long have you and/or your family owned the property?

Please describe the current uses of the property (e.g. livestock grazing, crop production, recreation, etc.).

Do you lease your property to any individual or group?

Are there any legal or historic access or utility easements across the property? If so, please explain:

Please describe the land use of the properties surrounding your property (e.g. agricultural, residential subdivision, etc.):

Please list any current mineral extraction activity which is currently taking place on the property or on neighboring properties (i.e. gravel, oil, gas, uranium, coal, etc.):

Are there currently any mineral leases on the property (whether with you or a third party mineral owner)? If yes, has a surface use agreement been executed?

Has mineral extraction taken place on the property in the past 3 years? Please describe:

Have you been contacted about leasing your minerals within the past couple years?

Please list any renewable energy development that may be occurring on the property (wind, solar, geothermal, etc.)

How many residential structures exist on the property, including cabins? (If possible, please mark the approximate location of residential structures on the map).

Please list any other buildings or structures that exist on the property? (barns, unattached garages, cell towers, power lines, substations, loafing sheds, hunting blinds, etc.):

PROPERTY PLANS AND PROJECT GOALS

Please tell us a little about your short and long-term goals for the property:

Please describe the reasons you are interested in pursuing a conservation easement on your property:

Are all owners and/or family members aware of and supportive of the decision to potentially encumber the property with a conservation easement?

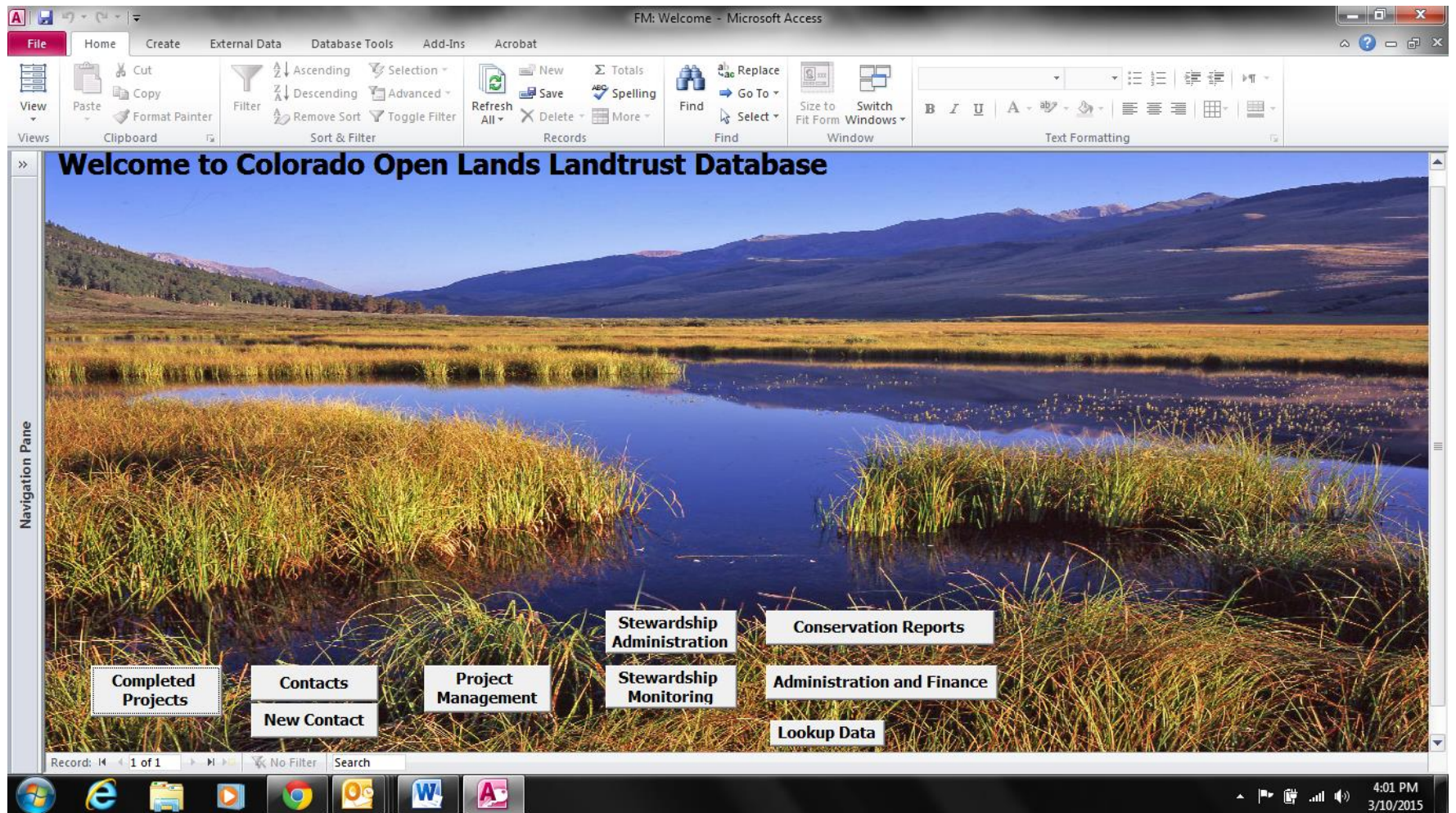
The general policy of COL is to prohibit division of the conservation easement. Is there any reason why you may need the ability to divide the property into two or more parcels which could potentially have separate owners?

Would you like to reserve the right to construct additional residential structure(s) on the property? If so, are you willing to construct these near existing residences/structures or do you want to be able to build in a new area?

Do you plan on constructing any additional major improvements? Please describe:

What is your desired timeline for completing the conservation easement transaction?

Do you have specific financial expectations for a conservation easement transaction?



Project Management - Microsoft Access

File Home Create External Data Database Tools Add-Ins Acrobat

View Paste Cut Copy Format Painter Filter Ascending Descending Remove Sort Toggle Filter Refresh All New Save Delete Records Find Replace Go To Select Find Form Windows Text Formatting

Property Name Finder: Easement Name Finder: Easement Number Finder:

Property: Bar K Ranch Easement: 526 Bar K Ranch IV

Welcome PREV NEXT Refresh Exit

Property Name: Bar K Ranch Easement Name: Bar K Ranch IV

Type of Easement: Original Easement Conservation Easement Program: Community Conservation Program

Easement Sub-Type: Active Geographic Region: Gunnison Basin

Total CLOSED CE Acres: 294 KIC Project Area: Gunnison Basin

County in which recorded: Gunnison Primary COL project manager: John Peters

2nd County in which recorded: Support COL project manager: Susan Lohr

Is Easement done in phases?: Not Phased

Proj. Mgmt Gen. Contacts Loans Draft Title Appr. PCR Minerals/Water ESA Fees Contracts Grants Mgmt Plan Endow Post Close Audit Bldg

Phase Number: 1 CE Acres: 294 Prev Phase Next Phase Add New Phase

Project Processs Information:

Date of Site Visit: 11/15/2013 Check if Engagement Letter Sent: ☒

Indicate Probability of Success: High Check if Engagement Letter Sent Received: ☐

Anticipated Closing Date: 5/31/2015 Check if Landowner Information Packet Sent: ☐

Project Review Information:

Staff Project Review Date: 2/25/2014 Cons. Com. Review Date: 5/20/2014 Ex. Com. Review Date: 6/10/2014

Staff Project Review Decision: Approved Cons. Com. Review Decision: Approved Ex. Com Review Decision: Approved

Project Fee Information:

Project Fee Amount: \$5,000.00 Phase Status: Active

Date Project Fee was Invoiced:

Date Project Fee was Received:

Project Fee Notes:

Record: 14 of 1 Filtered Search

Navigation Pane

4:02 PM 3/10/2015

Project Management - Microsoft Access

File Home Create External Data Database Tools Add-Ins Acrobat

View Paste Cut Copy Filter Ascending Descending Selection Advanced Refresh All Delete More Find Go To Select Replace Size to Fit Form Switch Windows Text Formatting

Property Name Finder: Easement Name Finder: Easement Number Finder:

Property: Bar K Ranch Easement: 526 Bar K Ranch IV

Welcome PREV NEXT Refresh Exit

Property Name:	Bar K Ranch	Easement Name:	Bar K Ranch IV
Type of Easement	Original Easement	Conservation Easement Program	Community Conservation Program
Easement Sub-Type	Active	Geographic Region	Gunnison Basin
Total CLOSED CE Acres	294	KIC Project Area	Gunnison Basin
County in which recorded	Gunnison	Primary COL project manager	John Peters
2nd County in which recorded		Support COL project manager	Susan Lohr
Is Easement done in phases?	Not Phased		

Proj. Mgmt Gen. Contacts Loans Draft Title Appr. PCR Minerals/Water ESA Fees Contracts Grants Mgmt Plan Endow Post Close Audit Bldg

Property Address: Gunnison County, CO

1. Background of the project; 2. Grantor's purpose; 3. Important property history; 4. Issues in the easement donation process that are important to understand; 5. Contiguous easements and how the easement fits into the overall parperty This informaton should be written primarily for future stewardship monitors

The Bar-K Ranch is owned by a family corporation and consists of roughly 1,350 acres of deeded land in Gunnison County. This ownership and other land in Mesa County was amassed by the patriach of the Spadafora family, Pascoe (an Italian immigrant) who ranched sheep on the property through much of the 20th century. Upon the death of Pascoe Spadafora in the 1960's the Spadafora Ranch was divided and these parcels were inherited by Dorothy (daughter of Pascoe) and Roger (grandson). The purpose of the easement project is to preserve the family heritage and the wildlife habitat associated with the Ranch. The protection of this property is crucial because there is a tremendous amount of Coal Bed Methane development with the surrounding national forest.

Describe the initial project contact

Conservation values (as listed in CE)	Description
Relatively Natural Habitat	Sagebrush, montane shrublands/grasslands, subalpine forests/meadows - habitat for migratory songbirds; Severe winter range for elk; mule deer; adjoins public lands; habitat for bald eagle, ferruginous hawk, American peregrine falcon, etc.
Open Space - Scenic	Adds to scenic character of the eastern reaches of Grand Mesa and local rural landscape; visible to the general public from surrounding public lands and public roads
Open Space - Agriculture	Features important agriculture lands, including rangeland in good and productive condition; livestock grazing

Record: 1 of 1 Filtered Search

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Important 2016 Budget Deadlines

Dates	Description
March 1 – March 31, 2015	Department Liaisons Request Input and Recommendations on Capital Improvement Program (CIP) from Advisory Boards.
March 18 – April 3, 2015	Departments Review Preliminary Budget Amendment and Prepare Narratives as Needed
April 3, 2015	Departments Submit Final Changes and Narratives for Budget Amendment to Finance
TBD – April 3 – April 10	Parks and Rec Staff submits to Joe Five-Year CIP Requests
April 17, 2015	Departments Submit Requests for Five-Year Capital Improvement Program to Finance
May 1 – May 31, 2015	Department Liaisons Request Input and Recommendations on Operating Budget from Advisory Boards
May 5, 2015	Council Considers 2015 Budget Amendment
May 5 – May 15, 2015	City Manager Meets with Departments and Reviews Requests for Five-Year Capital Improvement Program
June 12, 2015	Finance Prepares and Issues Forms to Departments for Operational Budget Requests and Revenue Estimates
July 2, 2015	Departments Submit 2015 and 2016 Revenue Estimates to Finance for all Revenue Assessed or Collected by Department
July 10, 2015	Departments Submit 2016 Operational Budget Requests to Finance
July 13 – July 17, 2015	City Manager Meets with HR and Departments on Merits, Market Adjustments and Audits
August 3 – August 21, 2015	City Manager Reviews Operational Budget Requests and Meets with Departments